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RECAP

AMERICAN

LADY'S AND GENTLEMAN'S

MODERN LETTER WRITER,

RELATIVE TO

Business, Duty, Love, and Marriage.

PHILAD
HENRY F. ANNERS.

1847. 





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LADY'S AND GENTLEMAN'S
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PHILADELPHIA:
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INTRODUCTION.

5-3-12
Lewis H. Lockwood
If letter-writing can be called an art, as it sometimes is, it is an art reducible to a very few rules, and those of the simplest nature. The object which the writer should chiefly have in view is, that of expressing his wants or sentiments with a perspicuity which can not be mistaken, and in a style of language becoming to the subject, and always to the point or purport of the letter.

A redundancy, therefore, of ideas and language, may be regarded as a blemish, unless the letters are written for display, or are meant to meet the public eye through the medium of the press.

Writers whose letters have been of the latter class, have graced their effusions with "tropes

and figures," with classical allusions, poetical quotations, and all the elegancies of composition. The language of some has been touchingly pathetic ; while that of others, although in prose, has breathed the spirit of genuine poetry.

Some have written histories, in the form of letters ; others, romances, and accounts of travels ; and, indeed, there is scarcely any subject in the whole range of literature which has not been presented in the epistolary shape.

The following letters are meant to be adapted to the use of the middle and the lower ranks of society ; and the author trusts that they may be found of service in many cases of emergency, as where the writer is pressed for time, feels himself unequal to the effort of composition, or is really unable, from want of practice, to express his desires in becoming language.

THE
LADIES' HAND-BOOK
OF
LETTER-WRITING.

A YOUNG LADY AT HOME, TO AN OLD SCHOOLFELLOW AT SCHOOL.

New York, May 4, 18--.

My dear (),

Though some time has now elapsed since I bade adieu to my associates at school, yet I often remember them with a feeling of pleasure; and many a recollection of good fellowship, and many a scene of innocent mirth enjoyed in your and their company, will pass across my mind in vacant moments, and often make me wish to be with you again. But be assured, my dear Charlotte, that there is not one of those associates whom I call to mind with such warmth of affection as I do yourself, who were ever my friend and my

confidante; as in you I reposed my most treasured secrets. I long to hear how you all proceed at Miss or Mrs. () establishment, and whether any changes have taken place; therefore fail not to write upon this subject, by an early opportunity.

As you are not acquainted with the connexion which I have formed in my own circle at home, I am at a loss for intelligence which would be likely to amuse you: I can therefore only tell you that I still keep up my old studies and accomplishments, and am as well and as cheerful as when you saw me last. Remember me respectfully to Miss or Mrs. (), and most affectionately to all my old playmates and fellow-students; and in the hopes that these few lines will provoke you to write me an entertaining letter, believe me,

My dear Charlotte,

Your ever sincere and affectionate friend,

“ ————.”

**A MARRIED LADY SENDING AN INVITATION TO A
DINNER OR TEA PARTY.**

New York, July 8, 18—.

Dear Miss (),

We intend to receive a few friends to dine with us on Tuesday next: will you do us the favor of forming one of our party? You will meet

(naming parties), with whom I believe you are already acquainted, as also some others, to whom I shall feel much pleasure in introducing you. We shall meet at () o'clock ; and I feel convinced that, if you have no previous engagement, you will not disappoint me in the pleasure of seeing you. Believe me to remain,

My dear Miss (),

Yours most sincerely,

“_____.”

OR,

Mrs. () presents her compliments to Miss (), and will feel much pleasure in her company to (), at () o'clock, on () next, to meet (naming parties), and two or three others, to whom Mrs. () will be happy to introduce her. An early reply will oblige.

Saturday morning.

26 — street.

ACCEPTING AN INVITATION TO DINNER.

New York, July 3, 18—.

My dear Mrs. (),

I hasten to acknowledge the receipt of your kind invitation to dinner, on Tuesday next

and beg to assure you, that I shall feel much pleasure in forming one of your party. Present my best compliments to Mr. (), and your family, and believe me,

My dear Mrs. (),

Yours, most sincerely,

"————."

OR,

Miss () presents her compliments to Mrs. (), and feels much pleasure in accepting her invitation to (), for Tuesday next. Miss () begs to be remembered, with her best compliments, to Mr. ().

20 ——— street,
Saturday afternoon, 4 o'clock.

DECLINING AN INVITATION.

July 3, 18—.

My dear Mrs. (),

I have just received your kind invitation, and I regret to say that a previous engagement will prevent me from joining your party at () on Tuesday next. I assure you I feel myself much disappointed in being thus obliged to debar myself the pleasure of forming one at your

table. With my best compliments to Mr. (),
believe me to remain,

My dear Mrs. (),

Yours, most sincerely,

“—————”

A YOUNG LADY TO HER MOTHER, ON ENTERING A
BOARDING-SCHOOL.

Troy, Jan. 1, 18—.

My dear Mother,

As you are, no doubt, desirous to hear whether I am both well and happy in the new scene of life to which I have been introduced, I avail myself of the first opportunity to ease your anxiety upon this subject. My health has been uniformly good since we last parted ; indeed, I may say that it is rather improved, owing probably to the change of air, and the regulations made in regard to our diet, duties, and exercise.

On missing your company, and that of my father, sisters, and brothers, and meeting with a number of new associates in the persons of my schoolfellows, I felt myself at first rather low in my spirits, and it was some time before I could reconcile myself to the loss of the comforts and indulgences of home. But I have now surmounted all unpleasant unfeelings in those particulars, and can truly

assure you that I am as contented and happy, almost, as I used to be at home ; I will not say quite, since I am separated from the presence of my dear parents. You may gather, therefore, from what I have said, that I have no cause to find fault with Mrs. or Miss (), or with any of my school-fellows, and that I have now become completely reconciled to the routine of a school, and the treatment pursued in regard to my board and domestic comforts. I feel assured that this favorable intelligence will give you delight ; and on hearing that you, my father, sisters, and brothers, continue as well as when I last saw you, this same pleasurable feeling will also be experienced by,

My dear Mother,

Your affectionate and dutiful daughter,

“ —————.”

A YOUNG LADY AT SCHOOL, THANKING HER PARENTS FOR A PRESENT.

Richmond, April 2, 18—.

My dear Father (or Mother),

Though I needed not a token to recall you to memory, and to make me love you better than I ever have done, yet the handsome present which you have just sent me, has occa-

sioned me to dwell with a greater earnestness on the recollection of all your past favors, and your ceaseless attention to my comfort and happiness. Need I say how grateful I feel for this fresh mark of your indulgence and liberality? I trust you will give me credit for those feelings which are becoming a daughter who has received from her parents so many proofs of their affection. In reference to myself, and to what has occurred since I last wrote, I have nothing to add to my former letters, except that I am still in the enjoyment of health, and that nothing has transpired to cloud my happiness. With my best duty to my mother (or father), and my kindest love to my dear brothers and sisters, believe me,

My dear father (or mother),
Your ever dutiful and obliged daughter,
“_____.”

A YOUNG LADY AT SCHOOL, TO HER PARENTS, ANNOUNCING THE APPROACHING VACATION.

My dear Parents,

The approach of (Christmas or New Year's) imposes upon me a duty to which I conform with the most cheerful readiness, since it is that of announcing the happy day upon which I hope to revisit home. It is now settled

that our vacation is to commence on the (21st of December), when I hope to experience a real delight in finding that you both possess your health, and that my (sisters and brothers) are as well and happy as I am myself, by which you may infer that my own health and happiness have not declined since I last had the pleasure of writing to you. I trust you will find that since my last vacation my time has not been unprofitably spent, as I flatter myself you will not fail to discover by the improvement I have made in my different studies. For these improvements I am, of course, chiefly indebted to the talents and instruction of my several teachers, whose attentions I deem it my duty to acknowledge, and to whom I shall also ever feel grateful for the interest they have shown in my advancement. Mrs. or Miss () desire me to present their compliments; and with my best love to my sisters and brothers, believe me to remain, my dear parents,

Your ever affectionate and

Dutiful daughter,

“———.”

DECLINING AN INVITATION.

Miss () presents her compliments
to Mrs. (), and begs to acknowledge the re-

ceipt of her kind invitation to () on Tuesday next. Miss () however, unfortunately, has a prior engagement for that very day, which will prevent her from meeting Mrs. () party.

4 — street.

Saturday afternoon, 5 o'clock.

IN ANSWER TO INQUIRIES RELATIVE TO A LADY'S
HEALTH.

Mrs. () feels obliged by the kind attentions of Mrs. (), in her kind inquiries relative to her health, and feels much pleasure in being enabled to announce to her friends that she is now convalescent; and hopes very shortly to have the pleasure of seeing them.

7 — street,

6th November.

CONGRATULATING A LADY ON HER BIRTH-DAY.

My dear (Aunt),

The near relationship which exists between us, and the favors which I have received so often from your kindness, occasion you to live in my remembrance with every feeling of affection and gratitude. I can not, therefore, be indifferent to any events which have reference to you; and it is on this account that I have not been unmindful of the

near approach of your birth-day, which will be to-morrow, the (24th of May). My letter will therefore reach you on that anniversary, and will convey to you the congratulations which I now beg to offer you on your having attained to that day, and, as I hope to be informed, in your usual good health. On an occasion of this nature, it is the custom to wish the party addressed many happy returns of the festive day ; and it is a custom which I feel it as much my duty as my inclination to conform to. I therefore wish you, my dear (aunt), in the usual language, many and many happy returns of your birth-day. Having thus fulfilled my object in writing, I have now only to bid you adieu ; and with every good wish for your health and welfare, believe me,

My dear (aunt),

Your ever affectionate (niece),

“_____.”

ON RECEIVING A BIRTH-DAY CONGRATULATORY
LETTER.

My dear (Niece),

Your endeavors to remind me of your affectionate regard are truly gratifying to my feelings, and your late remembrance of my birth-day.

and your congratulations on that event, have not been received upon my part without the accompaniment of a like affectionate regard for you. My dear (niece), I thank you sincerely for your dutiful wishes, which I believe are made with a heartfelt desire for my welfare ; and I have only to add, that as I believe your affection is not of that nature which is likely to fade or experience a change, you will always live in the warm regard of

Your ever affectionate (),
“————.”

TO A GUARDIAN, ON HEARING OF HIS ILL HEALTH.

My dear Sir,

As you have watched over my welfare and studied my comforts with all the interest of an indulgent parent, I have ever thought of you with the same warm feelings of duty and respect which I should have entertained toward my own father. You will not, therefore, be surprised to hear that your late unfavorable state of health has occasioned me to feel the most heartfelt regret, and occupied my mind with a ceaseless anxiety. Accept, my dear sir, my sincere assurances of the sympathy which I feel for your sufferings, which I trust are only of a temporary nature, and that by the aid of

a naturally good constitution, and the well-known skill of your medical attendant, they will soon be surmounted. In the hopes of receiving some favorable intelligence upon this subject by an early opportunity, believe me to remain, with every feeling of regard and respect,

My dear Sir,

Yours, most sincerely,

“ _____ ”

A LADY TO HER DAUGHTER AT SCHOOL.

My dear (),

I am not so forgetful of my own school-days as not to remember with what interest I used to await intelligence from home. I can therefore enter into your feelings upon this subject, and doubt not you have long been anxious to hear either from myself or your dear father. You will be happy to hear that we are both well, as are also (your sisters, brothers, &c.) I should have written before this time, had I not determined on delaying my letter until I could send you (certain requisite articles of clothing, or a present, &c.) You will now receive them, and will, of course, transfer them to the charge of Miss (). I need scarcely ask you how you proceed in regard to

your studies, as I have the fullest confidence in your good sense, and the steadiness of your conduct; and I doubt not that you pay the strictest attention to the instruction afforded by Miss (), as well as to that of your different teachers, so that when your vacation shall next allow you to visit home, I shall find you improved in every useful kind of knowledge to which your attention may have been directed. As soon as your studies will allow you leisure to write a few lines, do not neglect the opportunity of sending us a reply, and let it contain every particular in regard to your health and general happiness. Should you be in need of any requisites for the promotion of your comfort, do not fail to make known your wants by the same communication. And now, my dear child, with the kindest love of your dear father, (sisters, brothers, &c.), I must bid you adieu; and believe me to remain,

Your ever affectionate mother,

“_____.”

SOLICITING A SUBSCRIPTION TO A CHARITABLE INSTITUTION.

Madam,

Several ladies, whose benevolent feelings have been interested in behalf of (

have determined upon raising a public subscription in aid of the funds of the institution, founded for the benefit of those destitute, but most deserving objects of charity. May I secure your interest in their favor? Be assured that your benevolence will be well applied. The funds of the charity are devoted to the board, lodging, washing, and general comforts of the recipients. I think I may rely upon adding your name to our list of benefactresses, and shall therefore look confidently for a favorable notice of this appeal to your charitable feelings.

Believe me to be, madam,

Yours, most respectfully,

“_____,”

A LADY REQUIRING THE CHARACTER OF A GOVERNESS.

Madam,

Having inserted an advertisement in one of the papers, requiring the services of an accomplished governess, I have received an application from a young lady named (), who informs me that she has lived in that capacity with your family during the last () years. I shall esteem it a favor if you will inform me to what extent she can instruct her pupils in French, (Italian), music, drawing, and the usual branches of

female education; and whether you found her good-tempered with her pupils, though sufficiently firm to command their attention. As, in the event of my forming an engagement with her, she would become a resident with my family, you will oblige me by stating whether her manners are those of a lady, and calculated to make her an agreeable inmate.

Your obedient servant,
“ _____.”

A LADY RECOMMENDING A YOUNG FRIEND AS GOVERNESS, IN ANSWER TO A LETTER FROM ANOTHER LADY.

Madam,

I have just received your polite note in reference to the capabilities, good temper, and general conduct of Miss (), who has lived with my family in the capacity of governess during the last () years. In replying to the several heads of your note, I shall do so in strict candor, and it gives me pleasure to observe that all I can say in regard to Miss () will be decidedly in her favor. I have found her possessed of good natural intellect, and fruitful in expedients for conveying instruction. As an English scholar, she is well read and thoroughly versed in a grammatical

knowledge of that language. You have probably seen her handwriting. She has a facility in teaching penmanship ; and, in accounts, she can conduct her pupil to that extent which is usually required in female education. She is a good French scholar, speaking the language fluently, and writing it with ease ; and in regard to the accomplishments of music and drawing, I can confidently state that she needs little assistance from the aid of masters. I never found her out of temper ; her manner toward her pupils was firm, but not unkind, and such as was calculated to command their respect and attention. In conclusion, I have only to add that I always found her attentive to her duties, and in every respect a very pleasant inmate. It will yield me much pleasure, if I hear she has obtained an eligible situation : and in the hopes that such will be her good fortune,

I am, madam,

Your very obedient servant,
“_____”

**ANOTHER ANSWER TO THE APPLICATION FOR THE
CHARACTER OF A GOVERNESS.**

Madam,

In answer to your polite note in reference to the character and capabilities of Miss

(), who lived with me in the capacity of governess to my children during the space of (), I regret to say that a duty imposes itself upon me, which, although requisite, is yet most unpleasant to my feelings—inasmuch as I feel obliged to state that the estimate which I formed of the capabilities of that lady (or my opinions in regard to her temper and conduct) were far from being of a satisfactory nature. I found her very deficient in two departments—those of music and French—(or, I found that her manners were extremely repulsive, and that, with the children, she had little or no command over her temper). In other respects, I have nothing to say which would operate to her prejudice.

Believe me, madam,

Your very obedient servant,

“ ———— ”

APPLICATION FOR THE SITUATION OF HOUSEKEEPER.

Madam,

Learning, from an advertisement in the Tribune newspaper (or having heard from a friend), that you are in the need of the services of an experienced housekeeper, I beg respectfully to offer myself to your notice as a candidate for filling

that situation ; in so doing, allow me to state that I last lived in the above capacity in the family of Mrs. (), at (), to whom I would refer in regard to my character and my fitness for the performance of the usual duties. My age is (), and I am unmarried.

I am, madam,

Most respectfully,

Your obedient servant,

“ —————.”

**A LADY REQUIRING THE CHARACTER OF A COOK,
HOUSEMAID, OR MAID OF ALL WORK.**

Madam,

Having lately parted with my housemaid (or cook), I have been making inquiries for a suitable person to fill her place ; and among the applicants who have called upon me, I have fixed my choice upon a young woman whose name is (), and who lived () years (or months) in your household. I shall esteem it as a favor, if you will inform me whether you found her strictly honest, civil in her manner, and cleanly in her person, in all she had to do ; and whether she was also strong and active, and fully equal to her several duties. An early answer upon these particulars, in

which you will also have the kindness to mention your reasons for having parted with her, will much oblige,

Madam,

Your very obedient servant.

“_____.”

A LADY IN ANSWER TO AN INQUIRY OF THE
ABOVE NATURE.

Madam,

I take the first opportunity of acknowledging the receipt of your polite note, and in answer to your questions relative to the character of (), I beg to inform you that she lived with me in the capacity referred to, for the space of (), during which time I generally found her attentive to her duties, for the performance of which she was fully equal. I always reposed full confidence in her honesty, which she never afforded me any cause to question; and in regard to her cleanliness, I had very little reason to find fault. I parted with her on account of (her ill health, or a difference about wages), and can recommend her with the fullest confidence of her being likely to give you satisfaction.

I am, madam, &c., &c.,

“_____.”

UNFAVORABLE ANSWER IN REGARD TO A SERVANT.

Madam,

In replying to your polite note, I beg to inform you that (), who lived with me in the capacity of (), left my service in consequence of her incompetency to the discharge of her duties (or, name here the cause). In other respects, I had no just cause for discharging her.

Believe me, madam,

Yours, most respectfully,

“ _____.”

A LADY ON RECEIVING PROPOSALS FROM THE GENTLEMAN WHO WISHES TO PAY HIS ADDRESSES.

Sir,

The attentions which you have so long and so assiduously shown to me, have not escaped my notice ; indeed, how could they, since they were directed exclusively to me, and in preference to others who, for personal attractions and mental endowments, had far higher claims to your consideration ? Yet, as I could not fail to notice, you seemed insensible to their presence : on me your regards appeared to be fixed ; in me your thoughts appeared to centre ; studious of my looks, my words, my actions, you were constantly alive

to the anticipation of my faintest wish, and eager to gratify that wish, even at the sacrifice of your own convenience. I admit the truth, that, pleased and flattered by such attentions, I fondly endeavored to persuade myself that attachment toward me had formed itself in your breast. Judge, then, what must have been my feelings on reading the contents of your letter, in which you purpose to pay your addresses, in a manner, the object of which can not be mistaken—that I may regard you as my acknowledged suiter, and that you have selected me as the one most likely to contribute to your happiness in the married state. On consulting my parents, I find that they do not object to your proposals; wherefore I have only this to add—may we still entertain the same regard which we have hitherto cherished for each other, until it shall ripen into that affection which wedlock will sanction, and which lapse of time will not allow to fade.

Believe me to be,

Yours, sincerely attached,

“_____.”

A LADY REFUSING PROPOSALS.

Sir,

There must surely have been something in my behavior toward you upon which you

must have set a misconception. Of what it consisted I am wholly unconscious ; but that such has been the case, I feel convinced by an attentive perusal of your letter, which I have just received. I assure you that I feel much flattered by your preference of me, as well as by your proffer of our becoming mutually better acquainted ; but, with every feeling of regard toward you, I beg respectfully to decline your addresses. What my reasons may be for so doing, you will not, I trust, inflict upon me the pain of declaring ; suffice it to say, that I can not admit them, and I confidently hope that henceforward you will feel the propriety of not recurring to this subject. If, from any motives, you should still urge your suit by making an appeal to my parents, I may venture to declare that such an appeal would be unavailing. I am satisfied that they would never thwart my wishes in an affair of this delicacy, and in which my happiness is so much involved. With my best wishes for your future welfare, allow me to subscribe myself,

Yours, most respectfully,

“ _____.”

A LADY ON SENDING HER MINIATURE TO HER SUITER.

Dear Sir,

Allow me to thank you for your kind inquiries regarding my health, which I am happy

to say that I still enjoy, as usual. My thoughts often recur to those happy hours which we have passed together—hours which I have thought have passed like minutes, so full were they of the pleasures which I feel in your company. At one of those meetings, having lavished encomiums upon what you were pleased to style my beauty—my pretensions to which, as I am fully sensible, are humble enough—you expressed a desire to have in your possession some token, the view of which, in my absence, should recall to mind a remembrance of me. I have not been forgetful of that kind wish. My miniature has been taken; the likeness, I am aware, is rather too flattering—a fault for which you must excuse the artist. However, it has been thought to bear some resemblance to me, and if it should but serve to bring me to your remembrance, the skill of the artist will not have been exercised in vain. Will you accept it? In doing so, you will confer a favor upon,

My dear sir,

Ever yours sincerely,

“————.”

A LADY ON RECEIVING A MINIATURE FROM HER
SUITER.

Dear Sir,

I have never thought that any fresh proof of your attachment was needful; neverthe-

less, I have received another, one of the most acceptable I could have desired—that of your portrait—the miniature resemblance of him whom, of all others, I am most desirous to keep in recollection. In contemplating this specimen of the artist's skill, allow me to observe that I do not think you have been flattered; nevertheless, it will recall you forcibly to my recollection, and in so doing, will be a source of delight to my mind, and help to afford it some kind of solace during your absence. After what I have said, I need scarcely add that I accept your gift with unspeakable delight, although at present I have nothing better to send you in return than a fresh assurance of my most sincere attachment, which I trust may prove as welcome to you as your treasured miniature has proved to me; and with this hope, I must now bid you farewell, and am,

Ever yours affectionately,

“————.”

A LADY ON RECEIVING A LETTER FROM A GENTLEMAN, IN WHICH HE PROPOSES A MEETING.

Sir,

The attentions which you have paid to me of late, upon our meeting in company, have

not escaped my notice. This fact I will not attempt to disguise ; still I am somewhat surprised at the receipt of your letter, in which you purpose a private meeting between us. But why not call at our house, or write to my parents ? I should have answered your letter before, but that I have thought it advisable to deliberate for a time upon your proposal. Your attentions to me, I confess, have not been disagreeable, and aware of the reputation which you have ever enjoyed as a man of strict honor, I could not consent to injure that reputation, or my own character, by any proceeding of a clandestine nature. I therefore laid your letter before my indulgent parents, who, from their knowledge of you, do not seem disposed to offer any obstacle. If your intentions are serious and honorable, which I doubt not, you will write to, or wait on my parents. In the meantime,

Believe me to be, sir,

Yours very sincerely,

“ —————.”

A LADY ON ACCEPTING A PROPOSAL TO THE EXTENT OF REFERRING TO HER FATHER.

Sir,

The acquaintance which has existed between us, though not of very long duration, has

enabled us to gain some little insight into the character, disposition, tastes, and habits of each other. Upon these heads a more satisfactory knowledge may be gained during the time in which you would professedly pay your addresses. This knowledge should be obtained before we can contemplate, with any confidence, the prospect of happiness, in the state of wedlock. I have been induced to make these remarks in consequence of the receipt of your letter, in which you propose, should it meet with the approbation of my parents, to place yourself in the position of my suiter. My opinion of you, whenever you have come under my observation, has always been in your favor, and allow me to add that I have felt myself gratified in the polite attentions which you have lately paid me. I have therefore no objection, so far as I am concerned, to receive you in the character to which you allude; but this I can not do unless sanctioned by my parents, before whom I purpose immediately to lay your letter, in reference to which you will no doubt shortly receive some communication from my father.

I am,

Sir,

Yours,

Very respectfully,

“_____.”

A LADY ON HEARING OF HER SUITER'S ILL HEALTH.

My dear Sir,

How painful it is to know that those to whom we are linked by the ties of the tenderest attachment, are suffering under affliction either of mind or body ! Little enjoyment have I experienced since I heard of the change which has taken place in your health. I have prayed for your recovery as I would for that of my own cherished parents. My inquiries in regard to your amendment would have been personal, could I have made those inquiries with any show of propriety. As it is, I have been obliged to content myself with the information scantily obtained by some careless messenger. I am anxious to hear, by your own writing or dictation, that your health is amending, and that your medical attendant can hold out hopes of your speedy recovery. Should, however, the labor of writing, or the attention requisite for mere dictation, require an exertion to which you would feel yourself in the least degree unequal, risk not the attempt ; in such a case I shall be well contented to remain in suspense, though still fondly hoping that your inability to gratify me, even with a few brief lines, will be short in its duration, and will speedily yield to the skill of your physician. With

this wish, and with a renewed assurance of my most sincere and unfading attachment,

Believe me to remain,

Ever yours sincerely,

"———."

A LADY ON HEARING OF HER SUITER'S RECOVERY.

My dear Sir,

Those who, like ourselves, have cherished a warm and sincere attachment, must necessarily share the joys and sorrows of each other. Judge, then, how painful has been the state of my feelings during your confinement from ill health. Little pleasure have I experienced in the intercourse of society, or in any of the pursuits or enjoyments of life ; so depressed have been my spirits, such a disrelish have I felt for all that previously gave me pleasure, that had your illness continued much longer, I myself must have been added to the physician's list. But now I can again enjoy the smiles of others, and again enter cheerfully into the busy duties of life : for intelligence has reached me that you are now convalescent, and have no further need of medical care. In congratulating you, as I do at present, on your happy recovery from ill health, I can not but consider that

at the same time I congratulate myself: for such a favorable change has taken place in my own spirits, and my own views of happiness, that your recovery has been followed by mine. Impatiently waiting for that most gratifying and long-wished-for moment when we shall again meet, and when it will be in my power to felicitate you personally on your restoration to your usual health,

Believe me to be, sir,

Your truly attached and sincere well-wisher,

“_____”

**A LADY REGRETTING HER SUITER'S ABSENCE FROM
HOME, OR ON A JOURNEY.**

My dear Sir,

The wish you express that you may receive from me some communication during your absence from home, persuades me to the belief that the feelings you experience during separation must be similar to my own. If so, and I fondly flatter myself that they are, you may conjecture how tenderly and constantly my thoughts dwell upon you. Never until now have I felt the full strength of my attachment, and how needful is your presence, even in the same town (or village), to my enjoyment of existence. Without the consciousness of your being near, my routine of life

becomes monotonous, and divested of all its usual interest. In addition to the gloom which overspreads my spirits, I have a thousand fears for your welfare and safety. Despatch, therefore, the affairs which have taken you from home, with all convenient expedition, and return to the circle of your expectant friends, among whom there can be no one more anxious for your safe arrival than she who subscribes herself,

Ever yours most affectionately,

“_____”

A LADY ON RECEIVING A LETTER FROM HER SUITOR, EXPRESSIVE OF JEALOUSY.

My dear Sir,

I had not proceeded far in reading your letter, before I perceived that you were under the sway of what has not been inaptly termed “the green-eyed monster”—in another word, jealousy. At first, I felt disposed to laugh, but this feeling was soon succeeded by one of indignation and wounded pride. What! after our long acquaintance, during which so often we have expressed our confidence in each other's constancy, during which we mutually felt convinced that an attachment-like ours could not be shaken, but must still endure to the end of life—that you, for a moment, could en-

certain a doubt that I could be otherwise than true to you!—the reflection is a torture to my mind, from the infliction of which I should feel inclined to tell you with a want of common feeling, if I felt not satisfied that your jealousy had arisen, if anything rather from an excess of affection toward me, than from any impulse of wanton cruelty. I therefore forgive you, freely forgive you, in anticipation that you will ask my forgiveness when you have weighed the matter fairly, and discovered how groundless are all your doubts. I have confided in you to the fullest confidence: repose the same in me. I hope you will do so, and with this self-assurance, I trust you will henceforth believe me

Yours unchangeably,

“———.”

A LADY ON RECEIVING FROM HER SUITER AN APOLOGY FOR SOME OFFENCE.

Dear Sir,

The acknowledgment of your error contained in the letter which I have just received does honor to your feelings, and serves to convince me that though you had swerved from that good sense which is the usual guide of all your actions—accidentally, I believe, I can not now think differently—you are still the same, both in head and

heart, the man of honor which I have ever been wont to esteem you. That you had offended me, I have not attempted to disguise from you; but the apology which you have made is so satisfactory, that it dissipates from my mind that feeling of displeasure which your late conduct had given rise to. Henceforth let us banish this painful subject from our recollection; the sensible and manly letter which you have this day sent, has reconciled you to me, and determined me to subscribe myself, as on former occasions,

Yours still sincerely,
"————."

**A LADY EXPRESSIVE OF HER APPREHENSIONS THAT
HER SUITER HAS TRANSFERRED HIS AFFECTIONS.**

Dear Sir,

Our acquaintance with one another has now continued for some space of time, during which, an intimacy, guided by the nicest sense of propriety, has existed between us. Emboldened by this intimacy, I now address you, though the subject is one of a painful nature, at least to my feelings, as I doubt not it will also prove to yours; therefore forgive me since the warmth of my attachment has impelled me to write. Need I remind you that our vows of constancy have long

been pledged, and often reiterated, more times than I can number. My own attachment to you has been most sincere ; but I have remarked of late, and I can not conquer my desire of saying it, that your behavior toward me has seemed to partake of an unwonted coolness, which nothing, I am convinced, upon my part, could have given you the slightest cause for showing. I have asked myself "Is it likely that another has usurped my place in your affections?" and when I have endeavored to call to mind in what society of unmarried females I have seen you, I find there is one object toward whom, if I truly declare my feelings, I must frankly admit that I feel myself *jealous*; yes, I have said the word, and I can not disguise that jealousy has prompted me to write this letter. If my suspicions are groundless, ease my anxiety by a few brief lines to that effect. They will not fail to reassure me, and convince me that a place in your affections is still retained by,

Yours most sincerely,

"_____."

**A LADY CONGRATULATING HER FRIEND ON HER
INTENDED MARRIAGE.**

My dear (),

The intimate acquaintance which has existed between us during so many years, has mad-

me feel an interest in all that concerns you ; and no one, I believe, can be more desirous to hear of your welfare, and your prosperous settlement in the married state. I am sensible of your worth, my dear (); your rectitude of principle, and your warmth of friendship, have won my admiration, and secured my lasting and most tender regard. Envidable among men will be his lot who is destined to become your partner for life, and fortunate indeed was Mr. () in that introduction which first presented you to his notice. As for Mr. (), I need scarcely observe that I approve of your choice, in which you have shown a discrimination that does credit to your taste, and to that good sense which has been the guide of your past life. Your friendly letter, in which you announce your intended marriage, lies before me, and I must say that I feel highly favored in your preference of me to become one of your bridesmaids. You could scarcely have preferred any request which I would more gladly comply with. Expect, therefore, to see me on (), which I shall look forward to with some impatience as the day on which the happiness of a dear and valued friend will be consummated. Should I not see you before that day, adieu till then, and believe me to be,

My dear (),

Your most sincere and affectionate friend,

“ ————— ”

A LADY ON RECEIVING CONGRATULATIONS ON HER
WEDDING.

My dear (),

I have just received your affectionate letter, by which I find that you are not neglectful of your old friend (or schoolfellow), although she has lately changed her condition, and is no longer a giddy miss, but a demure wife. I thank you for your congratulations; they are most affectionate, and, as I am sensible, are also most sincere. To you, dear (), I trust you will ever find me the same, affectionately yours, although it may be that the intimacy between us will be more restricted than heretofore, owing to the change which has taken place in my condition of life. I am often roused to a sense of this sudden change. The separation from my family, with whom I have associated from my earliest years—the change of scene, as well as of persons—the strangeness of the sound when I hear myself addressed with a new name—all tend at times to cast over my spirits a momentary gloom; yet it is but momentary, and my dear (), who enters very readily into my feeling, says and does everything to make me cheerful. Of this be assured, I was never, on the whole, so happy in my life as I am at present; and indeed how could I be otherwise, while cheered

by the attentions of such a man as ()? But I have much to say to you when we shall next meet; therefore let me see you as soon as it may suit your convenience to call. () is almost as anxious as I am to greet you with a welcome to our new abode. For the present, adieu, and believe me still to be,

Your ever affectionate friend,

“_____.”

A LADY CONGRATULATING HER FRIEND UPON HER MARRIAGE.

My dear (),

I can impose upon myself but few tasks which are more congenial than that of congratulating a valued friend upon a change of life which promises to increase her share of happiness. I have just perused your kind letter, in which you inform me that you have lately entered into the marriage state. Be assured, my dear (), that to this intelligence I give my warmest and most sincere welcome. May that state to which you are transferred be attended by each connubial blessing: may you be happy in it, even as happy as you deserve, who are so instrumental in making others happy. On this subject, which is so interesting to all who know you, I have more to say than the

compass of a letter will at present admit. I will therefore make it my especial business to call upon you by an early opportunity, when I shall experience a real delight in the personal tender of my congratulations. Till then, adieu, and believe me,

Dear (),

Your ever sincere and attached friend,

“————.”

A WIDOW, IN ANSWER TO PROPOSALS.

Dear Sir,

I take the first opportunity of acknowledging the receipt of the flattering letter with which you have favored me. You are desirous to know whether I am willing to enter again into the marriage state, and in event of my being so, whether I should be averse to admitting you in the quality of a suiter. I assure you, sir, I feel much flattered by the latter question ; and as to the former, I can only say, that, from past experience of a wedded life, I have no dislike to entering again into that state. But our acquaintance is at present imperfect, and we are mutually strangers to the tastes and tempers of each other. I need scarcely observe that an intimate knowledge upon these heads is absolutely requisite for either party, before we

can decide whether we are fitted for enjoying together a partnership in life. I have no objection to allowing such facilities as shall enable us both to arrive at this knowledge ; wherefore I have only to say, in conclusion, that the commencement of your addresses will meet with no obstacle from,

Dear Sir,

Yours most respectfully,

“ —————.”

A LADY TO ANOTHER LADY, SOLICITING THE CHARACTER OF A SCHOOL.

Madam,

Although personally unknown to you, I may hope that the subject of the present communication will plead its best apology. I have been referred to you as a lady from whom I may ascertain some particulars relative to Mr. () school, you having, as I am led to believe, one or two of your sons at that establishment ; and a prospectus of that school having been put into my hands, with a strong recommendation, I have some thoughts of sending my son there. Will you be kind enough to give me the information which a mother is so anxious to learn, and which a mother only can give, as to the treatment pursued there ? and as I

shall most likely be guided in my views by your answer, I shall esteem it a favor if you will be as explicit as you, under similar circumstances, might wish an answer to be. Apologising for the liberty thus taken,

I remain,

Yours very respectfully,

“_____.”

A WIDOW TO A WIDOWER, OR BACHELOR, WHO HAS
ASKED HER PERMISSION TO BE ADMITTED AS A
SUITER.

Sir,

Prior to the receipt of your letter, which now lies before me, I had suspected from your manner, and the attentions you have paid me whenever we have latterly met in company, that you wished our acquaintance should assume a character of a more intimate nature. I find, by your letter, that I was not mistaken, and that you wish our acquaintance to be carried to the extent of permitting you formally to pay your addresses. In the same spirit of frankness with which you have written upon this subject, I will freely admit, that, from what opportunities I have had of seeing you, and of conversing with you, and from what I have heard of the repute you are held in by all who

know you, I am far from regarding you with any feeling of aversion. As far, therefore, as my own permission extended, I should not object to receiving you as a suiter ; but this is a step which I can not take without the approbation and consent of my parents, to whom I intend to communicate the purport of your letter, and from whom, I doubt not, you will shortly receive a conclusive answer. However that may be couched, you may ever regard me as,

Sir,

Your sincere well-wisher,

"_____."

**A LADY ON DECLINING FURTHER ADDRESSES, OR
BREAKING OFF A MATCH.**

Sir,

In my behavior toward you of late, you have no doubt observed a certain alteration in my speech and manner, amounting perhaps to coolness, or you may have thought, aversion ; if so, you will be less surprised at the receipt of this letter, which is meant to intimate that your addresses to me must henceforth cease. It is true that many protestations of a sincere attachment have passed between us ; but, sir, those protestations were made under the supposition that neither party would de-

scend to deception : this you have done ; in what particular I will not advert to, since your own consciousness will not fail to satisfy you fully upon that head. The subject of my letter will not admit of my being prolix ; I have therefore only this to add, that I expect you will return whatever letters you may have of mine in your possession. I herewith send yours, as also certain presents (), which honor forbids me any longer to regard as mine, and which I received from your hands when I believed you incapable of deception, or of wounding the happiness of,

Sir,

Yours, disappointedly,

‘ _____.’

A LADY IN ANSWER TO A LETTER IN WHICH HER SUITER INTIMATES HIS WISH TO BREAK OFF ACQUAINTANCE.

Sir,

I acknowledge the receipt of your last letter, which now lies before me, and in which you convey the intimation that the position in which, for some time past, we have regarded each other, must henceforth be abandoned. Until the receipt of this letter, I had regarded you in the light of my future husband; you were, therefore,

as you have reason to know, so completely the possessor of my affections, that I looked with indifference upon every other suiter. The remembrance of you never failed to give a fresh zest to the pleasures of life, and you were in my thoughts at the very moment in which I received the above letter. But deem me not so devoid of proper pride as to wish you to revoke your determination, from which I will not attempt to dissuade you, whether you may have made it in cool deliberation or in precipitate haste. Sir, I shall endeavor to banish you from my affections as readily and completely as you have banished me; and all that I shall now require from you is this, that you will return to me whatever letters you may have of mine, and which I may have written under a foolish confidence in your attachment, and when you were accredited as the future husband of,

Sir,
Your humble servant,
“_____.”

A LADY TO HER SUITER, ON HIS REQUESTING HER
TO NAME A DAY FOR THEIR WEDDING.

My dear Sir,

The affectionate letter which I have
just received is another convincing proof of your

attachment. Upon perusing it, I find that you have imposed upon me a duty, to which, as you may conclude, I feel no aversion. You wish me to name some day, convenient to myself, as well as my relatives, for the due performance of our nuptial ceremony. You appear to be anxious that the day, to which we have looked forward as the most propitious of our future life, may not be protracted to a distant period. As far as my own choice is concerned, you may rest assured that I shall not interpose the least delay ; but I have relatives and friends, by whose convenience I must, as you are aware, be in some measure restrained. I will consult them, however, without loss of time, and by an early opportunity you shall hear the decision to which we have come, either in a letter from a member of my family, or in one from,

My dear sir,

Yours most affectionately,

“ _____.”

A LADY ON DEFERRING THE DAY OF HER NUPTIALS.

My dear Sir,

I had buoyed myself up with the agreeable hope that the (of), the day which we had chosen as that which was to witness our nuptial ceremony, would have placed me in the

position to which I aspire—that of your attached and lawful wife. On that day our mutual protestations of affection and constancy were to have been ratified before the altar ; but those protestations, as you will agree with me, have been made in sincerity, and are too sterling to admit of any change by a brief delay. From this observation, you will be at once aware that a postponement of our nuptials is in contemplation. Such is the fact. Certain events have taken place, in consequence of which, I regret to inform you that our union must be postponed to a more distant day. I have consulted with my relatives, and we have thought of choosing (of). Will that day suit your convenience ? If not, name some other about that time. Expecting to hear from you by an early opportunity, believe me,

My dear sir,

Ever yours most affectionately,

“ _____.”

A LADY TO HER FRIEND, INFORMING HER OF HER INTENDED MARRIAGE, AND ENGAGING HER AS BRIDESMAID.

My dear (),

You have witnessed the attentions which have so long been paid to me by (),

and are of course aware that he has addressed them to me in the quality of a suiter. I can assure you it has not been without a very close scrutiny into his moral character, his temper, tastes, ideas, and habits, that I have come to the resolution of being his partner in the wedded state. His disposition is always cheerful. I know him to be a man of the nicest honor, and I rejoice to say, as I have hitherto found, that we seldom fail to coincide in our opinions ; which shows, at least, that we are actuated by the same tastes. I have, therefore, every reasonable prospect of enjoying happiness in the married state, for which, I am convinced from your friendship to me, you will cheerfully offer me your congratulations. The day of our union has at length been decided, and the mention of this brings me at once to the chief purport of my letter, which is that of inviting you to become my bridesmaid. Allow me to promise myself this favor. The (of) has been fixed upon as the auspicious day, upon which, if you have no other engagement, may I rely upon seeing you ? An early reply, as you are aware, will be requisite ; and let it, if possible, be in compliance with the earnest wish of,

Dear (),

Your affectionate friend,

THE LADY, AFFIRMATIVELY, AND CONGRATULATING
HER FRIEND ON HER INTENDED MARRIAGE.

My dear (),

No one, I believe, can be more desirous to hear of your welfare and your prosperous settlement in the marriage state than myself; I am sensible of your worth, your goodness of heart, your rectitude of principle, and your warmth of friendship. Envable among men will be his lot who is destined to become your partner for life; and fortunate indeed was Mr. () in that introduction which first presented you to his notice. As for Mr. (), I need scarcely observe that I approve of your choice, in which you have shown a discrimination that does credit to your taste, and to that good sense which has been the guide of your past life. Your friendly letter, in which you announce your intended marriage, now lies before me, and I must say that I feel highly favored in your preference of me to become one of your bridesmaids. You could scarcely have preferred any request which I would more gladly comply with. Expect, therefore, to see me on (), which I shall look forward to with some impatience as the day on which the happiness of a dear and valued friend will, I hope, be consummated. Adieu till then, and believe me to be, my dear (),

Your most sincere and affectionate friend,

“ ————— ”

A LADY ABSENT ON A VISIT, TO HER HUSBAND.

My dear (),

In imagining what your thoughts and feelings are likely to be during my absence, I have only to call to recollection what my own have been on a like occasion, when you, dear (), have been absent from home. How has my remembrance of you been then interwoven in each minute of my existence ! and how have I counted each lagging hour, till that had arrived which brought me intelligence of your welfare ! So justly do I appreciate your attachment, that I feel convinced this feeling must be mutual, and I picture to myself the smile of delight with which you will receive my present letter. I know you will experience a real satisfaction in hearing that I still enjoy my health, and, in fact, was never better ; and that the hospitality and kindly attentions of (), so far from diminishing, seem rather to increase. They make it, indeed, their constant study to surround me with comforts, and are perpetually devising some fresh plans which they think may conduce to my amusement. Be assured, therefore, my dear (), that, with the exception of missing your cheering company and that of our children, I am as happy and merry as you, the fondest of all my well-wishers, could desire me to be.

Having said this much of myself, let me now observe that I am most anxious to receive a letter from you, and that, if possible, by return of post, for I long to hear how you and the children still continue in regard to health, and what fresh occurrences have taken place since you last wrote. At present, I have no reason for supposing that my absence from home will be prolonged beyond the (), when I hope to be with you, and entering again upon my domestic duties. Give my love to the children, and trusting that I shall meet you in good health and spirits, on the day above named,

Believe me to remain,

My dear (),

Your ever affectionate wife,

“ —————.”

THE SAME TO HER DAUGHTER, TO WHOM SHE HAS
CONFIDED THE DUTIES OF HOUSEKEEPER.

My dear (),

As the duty of managing our small establishment has devolved upon you during my absence, I am anxious to have some account of your proceedings, and should be happy to give you any further instructions in case you have met with any difficulty, or find yourself at a loss in what manner to act. You will have learned from the

letters which I have sent to your father, that I still continue to enjoy my health ; and considering that I am separated from my own family, my time passes as pleasantly as I could reasonably desire—my hospitable entertainers, Mr. and Mrs. (), being constantly attentive to promote my comfort, as well as amusement. We have had several most agreeable parties, and I have been favored with introductions, and have formed acquaintances of a highly desirable and advantageous nature. I have been very much delighted with some few excursions which we have made in the neighborhood ; among the rest, to (mentioning the places). These short trips have benefited my health, as well as increased my knowledge of the country. Yet, amid all my enjoyments, my thoughts continually recur toward home, and to that affectionate and cheerful circle which has endeared it to me. I shall endeavor to return by the (), and in the meantime, let me repeat that I am anxious to receive a full account of your domestic proceedings. Write, therefore, by the earliest opportunity, with such particulars as you think most likely to interest

Your absent, but

Ever affectionate

Mother,

“ ————.”

A LADY TO HER FRIEND IN TOWN, INVITING HER
TO SPEND A MONTH IN THE COUNTRY.

My dear Friend,

I need scarcely tell you what you must have observed, that I always feel a pleasure in your society, and am selfish enough, on the present occasion, to covet it for a month, or for a longer period, should it suit your convenience. If, therefore, you are not so wedded to the attractions of a New York life, as to be loath to leave them for a short time (and I think you could gather some amusement, as well, perhaps, as improve your health, by a sojourn in the country), and will do us the favor of making our humble and rural retreat your temporary abode, your presence will enliven our family circle, and be a real enjoyment to

Your sincere friend,

“_____.”

ANSWER TO THE SAME, AFFIRMATIVELY.

My dear Friend,

I have just received your kind letter, inviting me to spend a short time at your delightful villa. Though I live so much in New York, I can assure you that there are few who feel more delighted with the country than myself; and I could be well contented to make it my residence

during a part of every year, and should certainly do so, did not the pursuits of Mr. () confine me to town. However, my domestic duties are not at present of such a pressing nature as to force me to decline your friendly invitation; and Mr. (), so far from offering any obstacle to my absenting myself from home for a short time, has urged me to send you an affirmative answer: as he thinks that, in addition to the enjoyment which I can not fail to experience in the society of yourself and your amiable family, I shall benefit my health by a change of air, as well as of scene. I am of his opinion, and I think also that the early and simple habits of the country, so widely different from those of New York, will also contribute to that effect. I therefore accept your kind invitation most cheerfully—I may add, gratefully: as a temporary sojourn in your cheerful circle is likely to be attended with such advantages to,

My dear (),

Your ever sincere and affectionate friend,

“_____.”

ANSWER TO THE SAME, NEGATIVELY.

My dear Friend,

I have just received your kind letter, inviting me to spend a short time at your delight

ful residence. Fond as I may be of a life in town, I can assure you, my friend, I am still more partial to one in the country; and no enjoyment that I can think of would yield me, at present, a greater delight, than to fly from the confinement of the New York streets to the free range of the open fields, and to exchange a smoky and impure atmosphere for the clear and invigorating air of the country. But the pursuits of Mr. () are of a very busy nature, particularly at present, and impose upon me so many duties of a domestic kind, that, in truth, I have scarcely one hour to spare, and could not indulge myself with a trip from home, even for a day, without an inconvenience to my whole family. From what I have said, you will therefore understand that I am loath to refuse your invitation, but am compelled to do so; and declining it, as I must, with the truest reluctance, allow me to return you my best thanks for your kind offer, and believe me to remain,

My dear friend,

Yours most sincerely,

“———.”

INVITATION TO A PIC-NIC PARTY.

My dear Miss (),

I am endeavoring to form a small party to visit (Weehawken) on Tuesday next. We

purpose to make the trip by water, and Mrs. () has engaged a boat, of roomy dimensions, and with a good awning. Some of the gentlemen who are already engaged to join our party, have promised to row, and our boat, in addition to its living occupants, will be amply freighted with a cold collation, and the choicest samples of Mr. () wines. On reaching (Weehawken), we purpose to repair to the wood, or the park, and there, on "Nature's verdant carpet," to spread out our chickens, and hams, and pastries, and fancy we are leading a sylvan life. Should you have no prior engagement, will you do us the favor of forming one of the party? Your company, indeed, will be most welcome. Should the weather prove propitious, we shall start as early as nine o'clock, by which hour we expect our party will be all assembled on (). An early answer will much oblige

Your affectionate friend.

"_____."

ANNOUNCING TO A LADY THE DEATH OF HER SISTER.

My dear Madam,

You have been aware of the painful and serious illness under which your sister has been so long suffering, but perhaps you have not been fully sensible of its dangerous tendency, and

the fears entertained by those around her of its fatal termination. Would that our fears had been without foundation! but I am compelled to tell you that our worst anticipations have been too mournfully realized—your poor sister having expired in the arms of her mother (last evening), though, it is consolatory to state, with little bodily suffering. She had borne her affliction with the fortitude of a Christian, and retained her faculties to her last moments, yielding her breath in full peace of mind, and convinced that she was leaving this earthly state for a better and a happier in another world. Your poor mother is in such affliction, that she finds the task of writing to you too painful for her feelings, and has expressed the wish that I, the friend of your late sister, should be the communicant of the above sad intelligence. She desires me to say that your presence would help to console, not only herself, but also your father, and the whole of the family. They hope, therefore, to see you by the earliest opportunity, and request me to send you their best love.

Accept, dear madam, my own condolence for this sad bereavement, and

Believe me

To remain,

Ever yours sincerely,

“_____”

A LADY IN THE COUNTRY TO HER HOUSEKEEPER IN TOWN, DESIRING HER TO HAVE THE HOUSE READY AGAINST HER RETURN.

Mrs. (),

Should nothing occur to alter our intentions of returning to town on the (), you may expect to see us upon that day in (). You will therefore lose no time in making preparations for our reception; in accordance with which, you will see that the rooms are well scoured, the carpets laid down, the windows cleaned, the beds well aired, etc., etc. I need not descend to further particulars with one of your experience, and who is so well acquainted with her several duties. Should any persons call to make inquiries, you may say that you fully expect to see us on the (); and you may inform the tradesmen, as the baker, butcher, grocer, and others, that they may make their calls to receive orders as usual, on the day ensuing. I am happy to tell you that we are all in good health, and have derived much benefit from the country air. Should you wish to write for any instructions before the (), you can do so; but if not, I shall not think it requisite to send another letter. Adieu, till I see you on the above day.

Yours truly, &c.,

“_____.”

A LADY ON SENDING HER DAUGHTER TO SCHOOL,
TO THE SCHOOLMISTRESS.

Dear Madam,

I have received from my friend Mrs. () such a high recommendation of your establishment, and have been so much pleased with the behavior and accomplishments of your former pupils, the Misses (), that I have come to the determination of placing my daughters under your charge. Having, however, a variety of engagements, which confine me at home, it is out of my power to call upon you at present, but I send my children under good protection, with a confident belief that you will give the strangers an encouraging reception. The elder of the two has been to school before, but the younger has received no instruction but what I have been able to afford her myself (or what she has received from a nursery governess). I have had an opportunity of reading your prospectus, of which I approve, and I think that your terms are far from being unreasonable. But as I do not wish to incur needless expenses, it is not my intention that my daughters should avail themselves of all the accomplishments which I find enumerated in it. In addition to their English education, I shall have no objection to their learning French, as also the pianoforte; and

in the winter half year, dancing ; but the Italian, the harp, the singing, the painting on velvet, and the other elegancies, may be dispensed with, at least until some future period. As I am well aware of the liberal character of your establishment, I need not suggest any plan in regard to the treatment of my two daughters. I am sure that you will afford them the requisite conveniences, and all such comforts as they can reasonably expect. With the fullest confidence, therefore, I resign them to you till the next vacation, and am,

Dear madam,

Your very obedient servant,

“ ————— ”

A MILLINER REQUESTING PAYMENT OF AN ACCOUNT.

Madam,

Excuse the liberty which I now take in writing to you upon the subject of money, but the calls upon me for the payment of debts have been so urgent, that I find myself compelled to direct your attention to my account, which I sent to you in compliance with a wish that you expressed so long ago as last (). I can assure you, madam, that the speedy settlement of this small

bill will help to relieve me from much present embarrassment. In the meanwhile, if you have any fresh orders, I shall be happy to receive them, and I flatter myself that the manner in which they will be attended to will meet your approbation.

I remain, madam,

Your very obedient servant,

“_____.”

**A TRADESMAN'S WIFE PROPOSING TO APPRENTICE
HER DAUGHTER TO A “_____.”**

Madam,

If I have been rightly informed, you receive apprentices into your establishment upon favorable terms. My eldest daughter, who is about fourteen, and has just left school, at which she has received a plain education, is at present unemployed, except in the minor domestic duties. As she will have to depend upon her own exertions in future life, I should wish her to acquire some useful business by which she may obtain her own livelihood ; and I can think of no other for which, by her taste and ingenuity, she would be so well adapted as that which is pursued at your establishment, the (here state the business). Will you, therefore, have the goodness to favor me with your

terms, with other particulars, as the number of years for which you take apprentices, the arrangements made for board and lodging, the hours during which the apprentices work, and whatever else you may deem it expedient to notice? An answer to this may be addressed to me here state the address).

Madam,

Your very obedient servant,

“_____.”

A LAUNDRESS TO A LADY, REQUESTING EMPLOYMENT.

Madam,

In presenting myself to your notice, which I have presumed to do at the recommendation of one of my best employers, Mrs. (), I would beg to state that I have had the experience of several years in the getting up of family linen, both for ladies and gentlemen, and have seldom failed to give satisfaction in my endeavors to please. I have a good drying ground, and convey the linen both to and from my employers in a covered vehicle, which I keep for that purpose. As I understand that you are about to make some fresh arrangement in regard to the employment of another

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er laundress, may I beg that you will give me two or three trials before you decide upon making your choice? I have taken the liberty of enclosing my card of terms, and am,

Madam,

Your most obedient servant,

“_____.”

THE END.

THE
GENTLEMEN'S
HAND-BOOK OF LETTER-WRITING
CONTAINING
ORIGINAL LETTERS
RELATIVE TO
BUSINESS, DUTY, FRIENDSHIP, LOVE, AND MARRIAGE,
WRITTEN IN A MODERN STYLE, AND ADAPTED TO
ALL SUBJECTS OF GENERAL CORRESPONDENCE.

THE
GENTLEMEN'S HAND-BOOK
OF
L E T T E R - W R I T I N G.

FROM A YOUTH AT SCHOOL TO HIS FATHER OR
MOTHER.

Dear (),

As I am now, for the first time, separated from home, and removed from the comforts which I there enjoyed, I do not doubt you would wish to learn whether I am reconciled to my new mode of life. The change in all my previous habits occasioned me to feel somewhat unsettled, if not uncomfortable, for two or three weeks, by the end of which I had become accustomed to the homely fare and the busy duties of a school, as also to the company of my new associates, my playmates and fellow-students, whose behavior, at first, appeared to me to be rather rough, and their

amusements boisterous : but I think I may say that I have now become as rough and boisterous as any among them, and am settling down to a regular schoolboy. I seldom find myself at a loss in my studies, but whenever I do so, either Mr. A. or one of his assistants, is always willing to explain any difficulty, or lighten my task. You may gather, therefore, from what I have said, that I am as comfortable and happy as could be expected under such a change of scene and habits ; and with this assurance I will now conclude, though not without remembering my duty to my mother (or father), and my love to my sisters, brothers, and relations.

I remain,

Dear (),

Your dutiful son,

“—————.”

**A YOUTH WHO HAS LEFT SCHOOL, TO A FORMER
SCHOOLFELLOW**

Dear (),

If you have not quite forgotten our former intimacy, but still occasionally bestow a thought upon me, you will not receive my present letter without a welcome, even such a welcome as I should bestow on any communication received

from you. You may be curious to learn how far I have increased my stock of happiness by my emancipation from the discipline of school. We used, at times (and what schoolboy does not ?) to feel dissatisfied with the compulsory duties, the homely fare, and the tiresome confinement to which, as schoolboys, we were obliged to submit ; and then we were wont to express our impatience at the slow approach of that period which should free us from the rule of Mr. (), and launch us on the world as our own masters. But I can assure you, my friend, by my own experience, that little addition is made to our happiness by such a change : other duties are substituted for those of school ; luxurious fare becomes, by degrees, as indifferent to our relish as the most homely, and a certain degree of unavoidable confinement—however it may be called voluntary—must still be submitted to, either in accordance with the rules of a family, or with those of any business in which we are engaged. Upon the whole, therefore, I can not say that I am happier now than I was at school ; and I often long for the renewed society of some of my old and merry-hearted companions ; but of none more so than of you, from whom I hope shortly to receive a letter with a full account of the most entertaining events and changes which have taken place in Mr. () establishment, since

the time of my departure. My best respects to Mr. and Mrs. (), and remember me kindly to my old schoolfellows, (); and trusting that I shall shortly hear from you in a letter, which will afford me much gratification,

Believe me,

Dear (),

Your sincere friend,

“_____.”

VACATION-LETTER, FROM A YOUTH AT SCHOOL, TO HIS PARENTS.

Dear (),

I look forward, with some impatience, to the near arrival of the (21st December), when I hope to have the pleasure of revisiting home, and of meeting you all in your usual good health. That day has been chosen for the commencement of our vacation, and the (24th of January) for its termination. I shall meet you in good spirits, for I am in excellent health; and during the course of the last half year have found that my endeavors to win the approbation of my different teachers have been crowned with success (and I have received a token of their favorable opinion, in the shape of a prize). (Mr. and Mrs. ———) desire me to send their best

compliments; and, with my duty and love to all at home, believe me,

Dear (),

Your dutiful son,

“_____.”

**A YOUTH AT SCHOOL TO HIS MOTHER, RETURNING
THANKS FOR A PRESENT.**

Dear Mother,

My thoughts have been long dwelling upon home, and I was anxious to receive some communication, either from you or my father. Judge, then, how agreeable were my feelings on receiving the parcel which you have just sent. I found enclosed a letter from you, which I read with satisfaction and the warmest delight, as it gave me the information that you were all well at home. In addition to the letter, I found enclosed another token of your kind remembrance, in the shape of a present of (), for which I have only thanks to return, but these are heart-felt, and are accompanied by feelings of duty and affection toward you and (my father), and a renewed determination, upon my part, that in all I do, my aim shall be unceasingly to deserve the approbation of my indulgent parents. I have nothing more to add, except that I enjoy my health and spirits; and, if I may

judge from the flattering encomiums bestowed upon me by my teachers, I am making, at least, a reasonable advance in my studies. Adieu for the present, and believe me ever to be

Your obliged
And most affectionate son,
“_____.”

A GENTLEMAN TO HIS SON, OR DAUGHTER, AT
SCHOOL.

My dear (),

Though I have been so long silent, you have not been absent from my remembrance, and I should have written to you before, had I not thought that I should soon be furnished with such intelligence as would have made my letter more acceptable. Nothing, however, of any particular importance has transpired ; I have, therefore, only to tell you that your mother, myself, and all the family, remain as well as when I last wrote. My knowledge of your usual good behavior and attention to your duties, forbids me to give you any fresh advice in regard to your conduct and general studies. I leave you to the guidance of your own good sense ; and the guardian care of Mr. or Mrs. (), to whom myself and your mother desire

to be remembered with our best compliments.
And now, my dear (), with the best wishes
of myself and your dear mother for your health
and happiness,

Believe me to remain,
Your ever affectionate father,
“—————.”

A GENTLEMAN ABSENT ON A JOURNEY, TO HIS WIFE.

My dear (),
Our separation, although but temporary, has occasioned me to feel an absence of that which is most conducive to my present happiness. I can allude to nothing but your affectionate companionship, which I miss, indeed, even though engaged in the busy pursuits which have called me from home ; my evenings I find particularly lonesome. My thoughts are still of you and our dear children, to whom remember me with my tenderest affection. Be assured that I shall hasten my business with the utmost despatch, for I can not express the impatience I feel to be seated again at my own fireside, in the presence of yourself, who are ever the nearest and the dearest to the heart of
Your affectionate husband,

“—————.”

A GENTLEMAN TO HIS BROTHER.

My dear Brother,

Though separated by a long and painful absence, the tie of nature still binds us together; still we are brothers, and absence will never diminish our affection. Remembrance of this has prompted me to write on the present occasion, though nothing of any importance has transpired, the relation of which can extend my letter beyond a few lines. Receive, therefore, these few lines as a tribute of a brotherly and sincere affection; and be assured that I am as much concerned for your welfare, and for your happiness, as I am for my own. I am anxious to receive a letter from you, however short it may be, and I doubt not you will avail yourself of the earliest leisure to relieve my impatience. In the confident expectation of hearing from you shortly,

Believe me to remain,

Your ever affectionate brother,

“—————.”

A GENTLEMAN IN CONDOLENCE WITH A FRIEND ON HIS BEREAVEMENT OF A WIFE, CHILD, OR PARENT.

My dear (),

The intimate friendship which has subsisted between us for so long a period, has

prompted me to feel a lively interest in all that concerns your welfare and happiness. It is not, therefore, in the mere observance of a cold and formal custom, that I at present write, but in obedience to the dictates of the truest friendship. I would not remind you of your heavy grief, if I thought it had ceased to have any influence upon your mind ; but from its recent nature, and the knowledge which I have of your sensibility, I am but too well aware that it still continues to cloud your happiness. Accept my condolence in your late bereavement, by the loss of (), and believe me to entertain the truest sympathy in your affliction. Though I should rejoice to meet you in the full enjoyment of your usual good spirits, yet I am aware that the grief which oppresses you, and which I regard as a credit to your feelings, must have its sway, and not till then can I hope for the pleasure of such a meeting. If you can compose yourself sufficiently to write me only a few lines, they will meet with a grateful and most welcome reception from

My dear (),

Your sincere friend,

“ —————.”

A GENTLEMAN IN ANSWER TO THE ABOVE.

My dear (),

The perusal of your letter was indeed a solace to my grief, and convinced me that I have

at least one friend who can sympathize in my afflictions. I endeavor to bear my late visitation with the fortitude of a Christian, regarding it as proceeding from that Providence whose ways are inscrutable, and who afflicts his creatures in accordance with a wisdom which can never err. I resign myself to the will of that mysterious power, and endeavor, by reasoning, to combat the weakness of human nature. But that is an effort of no easy accomplishment ; it is difficult indeed to shut out remembrance, and banish from one's memory that "such things were." My grief must still have its course, and time alone can gradually subdue it. In returning you many thanks for your kind condolence, accept from me my sincere wishes for your own welfare and happiness, and believe me to remain,

Your ever sincere friend,

"_____."

A GENTLEMAN CONGRATULATING A FRIEND ON HIS MARRIAGE.

My dear Friend,

As you are no longer the bachelor at whose expense I have so often ventured to pass my jests, I suppose I must address you in a tone of greater gravity than that which I have hitherto

been used to adopt. In sober truth, then, you have entered the enviable condition of wedlock. I call it enviable, having so often witnessed the happy effects of a change from the single to the married state. My dear friend, I sincerely congratulate you upon this desirable change; and allow me to add, that I think you have shown a soundness of judgment and much good taste in the choice which you have made of a partner for life. If my good wishes could insure you happiness in the married state, you would never have cause to regret the step which you have lately taken; but whatever be the result which may attend those wishes, you have them, and with this assurance, and my respectful compliments to Mrs. (),

Believe me to remain,
Ever your sincere well-wisher and friend,
“ —————.”

A GENTLEMAN IN ANSWER TO CONGRATULATIONS
ON HIS MARRIAGE.

My dear (),

That you have felt an interest in all that concerns my welfare and happiness, I have ever thought, since the first establishment of that

friendship which exists between us. Had I needed a fresh and additional proof in support of that belief, it now lies before me in the letter which I have just received from you, and in which you express your delight and satisfaction at my recent marriage. The expression of these feelings is the re-echo of my own, for I assure you, my friend, I have every cause for self-congratulation in the choice which I have made of a partner for life. She is indeed all that my fondest wishes could have pictured, and I feel convinced that her excellent qualities will suffer no change by a lapse of time. For the present, farewell; and that you may enjoy the same amount of happiness which I venture to hope may be in store for me, is the earnest wish of,

My dear (),

Your sincere friend,

“—————.”

**A FATHER TO HIS SON, ON THE LATTER'S OUTSET
IN LIFE.**

My dear (),

As you are now emancipated from my control, and left entirely to your own guidance, I feel myself impelled to make a few remarks which

may possibly be of some service to you whenever you remember that they came from me. I know that you are possessed of good common sense, and this must be your compass in your voyage through life : and ever attentive to this guide, let it serve to direct you in all your actions. The knowledge gained from others, and your own experience, must teach you how to shun the hidden rocks and quicksands ; and many there are, which lie deeply hidden beneath a most plausible and deceptive surface. Listen not to flattery ; trust not to bare professions ; endeavor to penetrate another's motives, by tracing them to the source from which they usually spring—that of self-advantage. Let it be your endeavor, and constantly so, to enrich yourself by every available means ; but let those means be strictly honest ; for dishonorable lucre sits heavily on the conscience, and, in a worldly point of view, is ordinarily found to be very hard to keep.

Be cautious in your companionship, for future enemies usually arise from those with whom we have been most intimate. You have hitherto been temperate in your habits and enjoyments : be still the same ; for your own past experience will point out the advantage of your being so ; and again adverting to your good common sense, let that, I repeat, be your constant monitor in every difficulty

of this perilous life ; through which that you may steer, and make the voyage happily, is the earnest wish of

Your ever anxious and affectionate father,

“—————.”

A GENTLEMAN TO HIS SON, ON THE MARRIAGE OF
THE LATTER.

My dear (),

It is probable enough that, at some distant period, you may find yourself in my position, that of a father, who has recently sanctioned his son's marriage. In such a case, you will be among the foremost to congratulate your offspring upon his change of state. From these remarks you are prepared to hear that this is a letter of congratulation on the subject of your late auspicious marriage. That you have my good wishes for your future happiness, you know already, but I feel a pleasure in again giving them expression ; and here I have to add, that no parent could join in those wishes with more fervor and sincerity than your own kind mother, who desires me to give you this assurance, and to unite with me in affectionate regards to our new relation, our daughter-in-law. That your marriage state may be

blessed with the same domestic happiness that mine has been, is the sincere wish of,

My dear son,
Your ever affectionate father,
“————.”

A GENTLEMAN TO HIS DAUGHTER, ON HIS HEARING OF HER PREFERENCE OF A SUITER.

My dear (),

With what pleasure do I declare that my children's conduct has been ever marked with that duty, and that affection, which have made their happiness and their future welfare my constant aim! To find that they have made a prudent choice in their partners for life, and to see them living in harmony, and in comfortable circumstances, with those partners, have been among my nearest and most cherished wishes. I suppose I shall occasion you some emotion in mentioning the name of Mr. (); but be assured, my dear child, that from my own observation of that gentleman, and the repute in which he is generally held, there is scarcely one among my acquaintances whom I more respect, and whom I regard, from his worldly position, his gentlemanly conduct, and known good-temper, as being more

likely to make a woman happy. I can therefore truly say, that though I shall sorely feel the loss of you and your dear company, I can not but approve of the choice you have made ; and in regard to his visits in the character of a suiter, neither I nor your mother will offer any obstacle. As you and Mr. () have preferred addressing me upon this subject by letter, I return my answer in the same form, and am,

My dear child,
Your ever affectionate father,

“ —————.”

TO A FRIEND IN EMBARRASSMENT, OFFERING AS-
SISTANCE.

My dear (),

It is impossible, with our limited knowledge, to foresee the vicissitudes of this life. We know not what a day may bring forth, good or evil ; the latter, as some have reason to lament, more frequently predominating ; among which number, you, my dear sir, have too much cause to rank yourself. From what I have said, you are prepared to hear that I am no stranger to your misfortunes. They have indeed reached my ear, and in doing so, have awakened in my bosom a

sympathy for your sufferings. Influenced by this feeling, and bearing in remembrance our former intimacy, I beg to offer you my pecuniary assistance, in the shape of a loan, if you choose to call it so, to be reimbursed at your convenience, or *sine die* ; in other words, not at all.

With the enclosed (), accept my wishes that by your exertions the wheel of fortune may again revolve in your favor, and that I may shortly hear of your being reinstated in your former prosperity,

Believe me, dear (),
Your sincere friend and well-wisher,
“————.”

A REDUCED GENTLEMAN, SOLICITING THE AID OF
AN OLD FRIEND.

Dear Sir,

Though so many years have now elapsed since we last met, I trust that the name of () is not entirely obliterated from your memory. It is the same (), your former friend and intimate companion, who now addresses you ; but, oh ! how changed from that individual whom you then knew ! Where is now my former flow of spirits, where my prosperity, and where are

those who thronged round to flatter me ? Fled !—all fled ! and their places usurped by melancholy, poverty, and the sneers and contempt of an unfeeling world. This, to a man of your sensibility must be as painful to read, as it is for me to write. It is not my object to practise on your feelings by artful language, or my anguish would make me eloquent indeed. But my distresses have increased to that degree, that speak they will in some guise ; and urged on by them, I have stifled my repugnance of disclosing them to you. Without further circumlocution, let me tell you, then, at once, that my state is that of the bitterest poverty—in fact, of destitution ; and I make my appeal to your kindly feelings in the name of that friendship which once existed between us. I have said enough. I need but add my address, and subscribe myself,

Your most unfortunate friend,

“ _____.”

[Here put the Address.]

IN ANSWER TO THE ABOVE.

My dear Sir,

I have just received your letter, which I know how painful you must have felt it to write, and which I must have been destitute of all fellow-

feeling, could I have read unmoved. Most sincerely do I sympathize in your present sufferings, and as sincerely do I hope that some unlooked-for change of fortune may relieve you from them, and eventually restore you to your former sphere. As far as my good offices extend, you may command them; and as some alleviation to your present necessities, I beg you will accept the enclosed (check, or sum of). Should you wish to see me, and call at my house, you will meet with the reception of an old acquaintance; and, with every hope that your present embarrassments may be but temporary,

Believe me, my dear sir,

Your ever sincere friend,

“———.”

A GENTLEMAN TO A TRADESMAN, PROPOSING TO
OPEN AN ACCOUNT.

Sir,

My friend Mr. (), of —— street, has spoken of you in terms of high recommendation; so much so, indeed, that having had occasion to withdraw my orders from my late (), I am disposed to open an account with you. You will therefore oblige me by calling at

my house on Monday morning next, between the hours of eleven and twelve, when I shall be ready to give you instructions in reference to the supply of certain goods in your line of business.

Yours obediently,

“_____.”

**A PERSON IN EMBARRASSMENT, SOLICITING A LOAN
FROM AN INTIMATE FRIEND.**

My dear Sir,

A disappointment in the receipt of some money due, has occasioned me to suffer under a temporary embarrassment of a pecuniary nature. The sum which would extricate me from this painful difficulty is not large : (\$) would be amply sufficient to release me from my present pressure. I have a fixed aversion to borrowing money from professional lenders, and prefer the course of soliciting the aid of some well-known and indulgent friend. I have thought of several, but of none with a greater degree of confidence than yourself, with whom I have been, during so many years, upon terms of almost brotherly intimacy. Can you grant me the accommodation of the above sum, without entrenching on your present convenience ? If you can, I believe I may rely

on your readiness to do so ; and the money forwarded shall be reimbursed with the strictest punctuality by the (of). A speedy reply to this request will extremely oblige,

My dear sir,

Yours most sincerely,

“ _____.”

IN ANSWER TO THE ABOVE, AFFIRMATIVELY.

My dear Sir,

I have just received your letter, soliciting the loan of (\$), and it gives me much pleasure that I have it in my power to be able to accommodate an old and intimate friend. I therefore lose no time in forwarding you a check upon Messrs. () for the above sum, in reimbursing which I beg you will suit your own convenience, and thereby oblige

Your old and

Very sincere friend,

“ _____.”

IN ANSWER TO THE ABOVE, NEGATIVELY.

My dear Sir,

I acknowledge the claim which you have upon my friendship, and I may truly say that

there is not one in the circle of my acquaintance whom I should be more ready, or feel prouder in obliging, than yourself. I am sure you do not think that I am capable of deception: you will therefore believe me when I declare that I am myself in difficulty for ready cash, and however willing I may be to befriend you, I have it not in my power to comply with your request. Hoping that you may succeed in some other quarter, and with feelings of regret at my own inability to render you a service which you might otherwise command,

Believe me to remain,

Ever your sincere friend,

“_____.”

**A TRADESMAN TO A GENTLEMAN, URGING PAYMENT
OF AN ACCOUNT.**

Sir,

The exigencies of my business are at present so urgent, that I feel compelled to direct your attention to my account, which I sent in as far back as (of) last. The amount, as you will find, is not large; but such as it is, the settlement of it by an early opportunity will be a real convenience to,

Sir,

Your most obedient servant,

“_____.”

ANOTHER, MORE URGENT.

Sir,

It is painful to my feelings to be obliged once more to advert to the settlement of your account. I have now become quite weary in awaiting the fulfilment of your promises. Time after time have you given me your assurance that the bill should be settled by a certain day, but the expectation which I have formed in each instance that you would keep your word, and not oblige me to take unpleasant steps, have been disappointed. I must therefore tell you, candidly, that unless you come to a settlement of the account by the () instant, I shall then resort to legal measures.

I am, sir,

Your obedient servant,

“_____.”

A GENTLEMAN DESIRING TO DELAY THE PAYMENT
OF A BILL.

Sir,

Your account, amounting to (\$), has indeed remained a long time unsettled, but certain disappointments of a pecuniary nature, which I need not allude to more particularly, will

prevent my liquidating it for some time to come, perhaps three months, but the payment will not exceed that period. From the pressing language of your application, I am disposed to think that a promissory note for that time may be of service to you, in being negotiable ; if so, I have no objection to give it.

I am, sir,

Your obedient servant,

“ _____.”

A GENTLEMAN DESIRING THE RENEWAL OF A NOTE
OF HAND.

Sir,

My note of hand (or acceptance) will be due on the 28th instant, but I regret to say, that, owing to circumstances beyond my control, I fear that I shall not be able to meet it. May I therefore request that you will grant me the indulgence of a short renewal of (six weeks), when I doubt not of my means to take it up. Your compliance with this wish will confer an obligation upon,

Sir,

Your very obedient servant,

“ _____.”

A GENTLEMAN TO A LADY, PROPOSING TO PAY HIS ADDRESSES.

Dear Madam,

Delighted with your society, whenever it has been my fortunate lot to meet you in company, I have paid you attentions, the nature of which you could not have mistaken, and which you have received with such marked preference to those of others, and with such a cheerfulness and encouragement of manner, that I feel emboldened to address you in a character to which I have long and ardently aspired, that of your suiter. In doing so, I will not attempt to press my suit in the language of adulation, which I feel convinced would not be acceptable to your good sense, and were I to attempt it, my eloquence indeed would be ineffective : for how could I speak in adequate terms of the beauty, intellect, graces, and accomplishments of the matchless one to whom I write ? I shall therefore content myself by expressing a wish that a closer intimacy may commence between us ; in other words, that I may be allowed to pay my addresses to you, as a recognised suiter for your hand. This, I am aware, I can not do, unless I am countenanced in like manner by your respected parents ; and should I receive from your fair hands an encouraging reply to this letter, I shall at once

communicate with your kind father on the subject of my wishes—a subject, let me add, which has latterly become a constant companion in the heart of him who subscribes himself,

My dear madam,
Your devoted and sincere admirer,

“ —————.”

FROM THE GENTLEMAN TO THE LADY'S FATHER.

My dear Sir,

Aware of the candor of your daughter's character, I could almost anticipate how she would act under many circumstances ; I was therefore fully prepared to hear that a letter which I sent to her, a few days since, has been submitted by her to your perusal, as well as to that of her respected mother. By a letter, with which she has just honored me, I am proud to find that neither yourself nor Mrs. () object to my proposal of an alliance with your family, and are willing to admit me into your domestic circle, in the quality of a suiter for your daughter's hand. Had you not possessed some knowledge of my moral character, and my worldly means, you would not so soon have come to a decision. I may, therefore, for the present, avoid alluding any further to those

subjects ; but thanking both you and Mrs. () for the sanction you have afforded to my humble suit, and sensible of the honor of being admitted into a closer intimacy with your family, believe me to remain,

My dear sir,

Your very obedient and devoted servant,

“_____.”

THE YOUNG LADY'S FATHER TO THE GENTLEMAN,
ON THE SAME SUBJECT.

My dear Sir,

On my daughter's receipt of your flattering letter, she most properly, and in accordance, I understand, with your wishes, submitted it to me and Mrs. () for our perusal, as anxious to learn whether its contents would meet from us with the same approbation which it was evident enough they had received from her. Previous to giving our sanction to the prospect of her forming that attachment which, in all probability, would be the result of your proposals, we deemed it our duty to give the subject our deliberate attention ; and it was not long before we concurred in the same sentiments, that your character and conduct were unimpeachable, and your means quite adequate to

the support of our daughter in that sphere of life in which she has always been accustomed to move. We therefore felt no objection to the visits which you propose to make, but you may rely upon receiving a sincere welcome ; and with this assurance,

Believe me to be,

My dear sir,

Yours, most truly,

“_____.”

ANSWER, NEGATIVELY.

My dear Sir,

My daughter was not a little surprised at the receipt of your polite letter, in which you propose to become a suiter for her hand. On submitting the letter to my perusal and that of Mrs. (), she assured us that she was not conscious that her behavior toward you, upon any occasion, could warrant your belief that she had for you any other sentiments than those she entertained for an ordinary acquaintance. As I expressed an intention of answering your letter myself, she desired me to reply to this effect ; and also to add, that she felt herself flattered by your distinction and the

honor you had done her, but she could not consent to receive your addresses. From what I have said, you will therefore distinctly understand that those addresses are respectfully declined ; and perhaps it would be candid upon my part, were I to tell you (although she herself is not acquainted with my doing so) that I have reason to think she has already given her preference to another. As an acquaintance, my dear sir, I shall always be happy to receive you ; but as my daughter's suiter, you must not hope to be countenanced, either by herself, or by

Yours, very sincerely,

“_____.”

THE GENTLEMAN, WITH A PRESENT, TO THE LADY
TO WHOM HE IS PAYING HIS ADDRESSES.

My dear (),

As you constantly dwell in my remembrance, even so constantly do I feel inclined to convince you that you do so, by some fresh token of my friendship and affection. It is a pleasure for me to tax my invention in devising means for giving you delight, although that delight may be but temporary, and perhaps excited by the merest trifle, as by the gift of some personal ornament

even by such as I now send (a of), of which I entreat your kind acceptance, and beg that you will wear it for my sake. Reserve what you may have to say upon this subject, till our next meeting, when it will be received with a double pleasure from your lips, by

My dear (),

Ever yours, most affectionately,

“ —————.”

THE SAME—ON PRESENTATION OF A MINIATURE.

My dear (),

When I wish to recall your well-known features to my recollection, I have very little need of the artist's skill, since there I may discover them at any time, pictured, as it were, with a vivid reality. And yet I have often wished for a miniature resemblance of those features ; I might wear it in my bosom, or, if too large for that purpose, might place it somewhere in my apartment, so that I might have it frequently before me. Sensible as I am of your warm attachment, I have thought it probable that you may have formed the same wish in regard to me, however homely may be my features. I confess myself guilty to this piece of vanity at which, perchance, you may feel disposed to

smile ; nevertheless, to such an extent have I lately submitted to its influence, that I have actually had my portrait taken, and herewith send it in the form of a miniature, in the hopes that you will regard it as a fresh token of my affection, and preserve it as such, for my sake. I can only accompany it with the renewed assurance of my ceaseless attachment,

And remain,

My dear (),

Yours, most affectionately

“_____.”

ON RECEIVING A MINIATURE FROM A LADY.

My dear (),

Thanks for the present which you have just sent me—a miniature resemblance of those features which I never contemplate without delight and the tenderest emotions. To me, indeed, it is a gift of value, and far more precious in my eyes than the choicest gem, or the most costly jewel. A present more acceptable you could not have sent me : how often and fondly shall I hold it to my gaze ! Be assured that I shall keep it as my most valued treasure, visiting and revisiting the idolized object, even as a miser does his hoard.

Again, my thanks ; and, till I see the reality of this pictured semblance, adieu.

Believe me to be,

My dear (),

Yours, ever most affectionately,

“ —————.”

A GENTLEMAN, ON HEARING OF A LADY'S ILL HEALTH.

My dear (),

The mournful intelligence of your illness has just reached me ; and could you witness the uneasiness which I endure upon your account, you would readily understand how warmly I sympathize in your sufferings. That they will be but temporary, I need scarcely say is my earnest wish ; and that they will be so, I have every reason to hope, from the nature of your malady, and the youthful strength of your constitution. My inquiries relative to your progress toward recovery will be very frequent, perhaps even wearisome to your attendants ; but how can I be otherwise than constantly anxious, while sensible of the sufferings which you endure ? How rejoiced I shall be when you find yourself well enough, and sufficiently strong, to write a few lines to

Your ever sincere and affectionate friend,

“ —————.”

A WIDOWER TO A WIDOW.

Dear Madam,

Whenever I have latterly had the good fortune to enjoy the pleasure of your agreeable company, I have been vain enough to think that I have not been entirely an object of indifference in your eyes. Influenced by this conviction, and feeling toward you, madam, a warmth of friendship amounting to a passion of the tenderest kind, I am emboldened to make the humble proffer of my addresses. Think me not presumptuous in so doing. I acknowledge your superiority, and am fully sensible of my humble pretensions. Neither deem me precipitous in the step which I have taken: I have now passed the heyday of youth, and arrived at some maturity of judgment—suitable, I trust, to my years; I have not, therefore, come to this resolution without having given a deliberate attention to the subject. Madam, I have noticed, upon all occasions, that our sentiments are similar; so much so, indeed, that, in the warmth of my enthusiasm, I have felt convinced that we are made for one another. Oh! that this conviction may be realized! Madam, we have both experienced the delights of wedlock; it has also its pains: as what enjoyments in this world have not? Nevertheless, to such an extent do the former pre-

dominate over the latter, that I should feel myself but too happy to enter again into that hallowed state. Should your own objections to such a change be as little formidable as mine, and should this simple letter produce the effect which I desire, you will allow me to present myself as your acknowledged suiter. Impatiently awaiting your kind reply, believe me,

Dear madam,
In respect and admiration,
Yours, most devotedly,
“_____.”

A GENTLEMAN, PROPOSING A DAY FOR THE NUP-
TIALS.

My dearest (),

That happy day to which I have looked as the meet reward of our mutual constancy, is not far distant, if the proposal I am now about to make should meet the approbation of yourself and parents. It is this : that our nuptial ceremony may be performed on the () of the present month, and in the church of (). I hope to have the pleasure of seeing you soon ; we can then give the subject a lengthened discussion. If, however, you should wish to write before we meet, you can mention briefly whether the day upon which I have fixed will suit the convenience of yourself

and family ; and in the hopes that shortly I may claim the privilege of signing myself your affectionate husband,

Believe me, for the present,

Your sincerest friend, and husband in prospect,

“_____.”

A GENTLEMAN TO A LADY, COMPLAINING OF HER COOLNESS.

Dear (),

How often have I passed my late conduct in review before me, endeavoring to discover by what word, or by what act, I could have given you offence. Vain, however, has been the attempt ; for the offence which I have given must have been inadvertent, and could not have sprung from any intention to have given you even a moment's uneasiness. But that, by some means, I have had the misfortune to excite your displeasure, has been but too evident, as indicated in the change of your behavior toward me—a change from the kindness of an attached friend, to the cool indifference of a distant acquaintance. Of late, when in your presence, I have been many times upon the point of asking upon what occasion, and by what means, I have made myself disgracious in your eyes. But as constantly have I needed the

courage to do so, and my voice has failed me, whenever I have endeavored to make the attempt. In the hopes of being eased from a painful state of anxiety, I write this letter, and trust that you will give me some explanation on the subject referred to, either by an answer in your handwriting, or by one conveyed through your own lips, at our next meeting. But whatever that reply may be, of this be assured, that my esteem for you can never know a change, and that you will ever live as a doted object in the breast of him who now subscribes himself,

Yours most affectionately, and

Sincerely attached,

“_____.”

A GENTLEMAN DESIROUS OF DROPPING HIS ADDRESSES, OR BREAKING OFF A MATCH.

Dear (),

Whatever may be your future lot in life, and whatever change may take place in your circumstances, of this be assured, if put to the test, in me you will find a steadfast friend, and one ever ready to protect your interests. I make this avowal from a feeling of respect, which a long experience of your worth has implanted within me, but in doing so (and, believe me, I never felt so

much anguish in wringing from my soul a painful declaration as I do now), I repeat, I have also to make another avowal, for which, I apprehend, you are little prepared. Pause, ere you read the few next words, and prepare yourself to receive them, as I fear they may prove some shock to your feelings. My dear (), with pain I utter it—I must resign all hopes of our future union. Ask me not wherefore: my answer would inflict an additional pang in the breasts of both. This is no hasty resolve; I have deliberately weighed it, and know it to be essential to our mutual happiness, and our mutual prosperity. Whatever letters I may have of yours, I will dispose of as you think fit; and if you prefer it, will enclose them to you, under seal: entreating, however, you will grant me the indulgence of being allowed to keep only one, as a memorial of the past; and with this request, I bid you a painful but affectionate adieu, and entreat you will believe me

Ever yours sincerely,

“_____.”

A YOUNG TRADESMAN PROPOSING TO PAY HIS ADDRESSES.

Dear Miss (),

Before you proceed any further in the perusal of my letter, let me beg that you will

make up your mind to grant me your forgiveness, if what I am now upon the point of writing should prove offensive to your feelings. Sensible as I am of your good nature, I consider myself as already forgiven, and allowed to proceed. You may have noticed, then, the marked preference which I have shown toward you when other unmarried females were present, and the attentions I have paid you upon all occasions—attentions which have sprung from an appreciation of your amiable temper, and allow me to say it, without meaning to flatter you, an admiration of your personal charms. On such occasions, I have ventured to think that if my expectations of being securely settled in business should be shortly realized, the one with whom I should seek an alliance, in a partnership for life, would be yourself. Those expectations, I am happy to say, are now upon the eve of being accomplished ; and my next concern is that alliance which I venture to hope I may form with you.

Perhaps you will urge, that you are not sufficiently acquainted with me to feel yourself justified in coming at once to a decision. This I admit, and as a preliminary step, have I your permission to pay my addresses ? If so, and your kind parents should not be averse to our mutual wishes, I hope you will take an early opportunity of giving me

intelligence to that effect; and believe me to be,

My dear Miss ().

Your devoted admirer,

“_____.”

A MAN SERVANT TO THE OBJECT OF HIS AFFECTIONS.

Dear (),

How often do I think of those innocent and happy days when much of our time was passed together! Servitude has since separated us; but if I may judge of your heart by my own, our feelings of affection toward each other have not undergone the slightest change. Our attachment is the same, and we must both long for that period when, freed from servitude, the useful toils of our past life may meet their reward—a reward to consist in our union, and a comfortable settlement in some honest calling. You will be happy to hear that my present situation is one of much comfort: I have a kind and considerate master and mistress, my wages are sufficient to enable me to save half of them, which I very regularly place in the savings' bank; my duties are not oppressive, and a liberal board is provided for the servants.

How do you fare in these particulars? I should be glad to hear, when next you write. For myself, you see, I have no cause of complaint, and the interest which I feel in your welfare, bids me to hope that your situation is one of equal comfort and convenience. If you can favor me with a few lines, I shall be most happy to receive them. Adieu for the present, and

Believe me to be,
Ever yours most affectionately,

“ —————.”

ANSWER TO AN ADVERTISEMENT FOR THE SITUATION OF A CLERK.

Sir,

In reply to an advertisement inserted in the Tribune of this day, I beg to present myself to your notice, as being qualified to fill the situation referred to—that of clerk and book-keeper in your establishment. I have long been accustomed to that employment, and my last engagement, which I left on account of (ill health), continued for a space of () years, during which time, as I am prompted to believe, from the flattering assurances made by my employers, my services gave them the fullest satisfaction. My present

letter will serve as a specimen of my handwriting, and I beg to add that I am well versed in book-keeping, both by single and double entry, and also well acquainted with the public offices, and the business of the custom-house. Should you wish to communicate with my late employers (the Messrs. —, of —), I have confidence in the belief that they will speak favorably of me.

I am, sir,

Your obedient servant,

“ ———.”

APPLICATION FOR THE CHARACTER OF A CLERK.

Sir,

Having lately parted with one of my clerks, I advertised, a few days since, in the Tribune newspaper, with a view of meeting with a suitable person to fill his place. Among other applicants, there is one named (), who tells me that he has been engaged in your office in the capacity of clerk during the last (three years). I was somewhat pleased with his address and manner; and if his pretensions as to capability and character should prove satisfactory, I feel disposed to give him a trial. I shall therefore feel obliged if you will inform me whether he has been in your

employment during that time, and if so, whether you found him quick and correct in his calculations, well versed in book-keeping, industrious, sober, and punctual in his habits, and of the strictest integrity. On the last point, it is needful I should be particularly circumspect, as his situation would be one of trust. An early answer to these inquiries, with any information you may have to give in reference to what you may know about him, will extremely oblige,

Sir,

Your very obedient servant,

“_____.”

A WHOLESALE TO A RETAIL FIRM.

To Messrs. _____, _____, & Co.
Gentlemen,

We beg to inform you that we have lately opened a large establishment in the (Lowell goods line), and have provided an extensive stock of the choicest goods and the most fashionable patterns. Soliciting the custom of your respectable firm, we at the same time desire to assure you that any orders you may favor us with, will receive our best attention. We have a few choice samples of

(), a rarity at present, and well worthy of your notice.

We are, gentlemen,
Your most obedient servants,

—— street, ——, ——, & Co.
New York.

A TRADESMAN PROPOSING HIS SON AS AN APPRENTICE.

Sir,

As I understand that you have a vacancy for an apprentice, I am anxious to place my son under your charge, in order that he may acquire a competent knowledge of your business, which he seems strongly inclined to follow in preference to another. I know not what your terms may be, but if favorable, I shall have no objection to complying with them; and, with the view of settling that point, shall be happy either to receive a note from you, or to meet you at your own, or my house. Allow me to add, that my son has received a good plain education, fully adequate to all the requirements of a man of business, and that I think you would find him of a cheerful and pliant disposition, of industrious habits, and quick in receiving any kind of instruction.

I am, sir,

Your very obedient servant,

ON RETIRING FROM BUSINESS, AND RECOMMENDING A SUCCESSOR.

To the Messrs. ———, ———, & Co.
Gentlemen,

We flatter ourselves that we have many friends among our connexion who will regret to hear that we are just upon the point of relinquishing business. In doing so, our extensive stock of goods will be transferred to the hands of the Messrs. (Jenkins & Co.), who will, in future, carry on the business on the same approved system, and the same extensive scale as ourselves, provided they can rely on receiving the patronage of our connexion; in the hopes of which, it is our pleasure and duty to present those gentlemen to your notice. We need scarcely speak of the confidence we feel in their liberal mode of conducting business, and their strict attention and punctuality in their mercantile transactions. Feeling assured that they will meet with the same countenance received by ourselves from your respectable firm,

We beg to subscribe ourselves

Your obliged and
Most obedient servants,

———— & Co.

**APPLICATION FOR THE CHARACTER OF A MAN-
SERVANT, WHOSE DUTIES ARE VARIOUS.**

Dear Sir,

Having lately made some change in my domestic arrangements, I am in need of the services of a young man of industrious habits and good character; and as I keep only one man-servant, it is requisite that he should be extremely active, and equal to the performance of a variety of duties. A young man named () has applied to me with the view of filling this situation in my household, and he informs me that he has lived with you, as a general servant, during () years. I should feel obliged by your informing me whether this statement is correct; and if so, whether you found him fully equal to his duties, and whether he is sober, and strictly honest. I should also be glad to know from what cause you parted with him. An early reply to these inquiries will confer an obligation upon,

Sir,

Your very

Obedient servant,

“ ———.”

**AN URGENT DEMAND FOR PAYMENT OF MONEY
FROM ONE TRADING FIRM TO ANOTHER.**

To Messrs. ——— & Co.

Gentlemen,

In consequence of the necessity we are under of meeting some large and pressing demands, we are compelled to urge you to an immediate settlement of your account, which has now been outstanding more than (). We need not remind you that the applications we have made for payment have been very numerous, and that every indulgence upon our parts has been already shown. We are therefore compelled to inform you that if our demand be not complied with in a () time, we shall resort, without delay, to other and more unpleasant steps for the recovery of our debt.

We remain, gentlemen,

Yours, obediently,

“————.”

IN ANSWER TO INQUIRIES RESPECTING THE CHARACTER OF A CLERK.

Sir,

Your letter reached me this morning, and in reference to my knowledge of Mr. ().

I beg to inform you that he performed the duties of () clerk in my counting-house for upward of () years, during which time his conduct was marked with the strictest integrity ; and in his habits of business, I always found him alert, industrious, and punctual. Indeed, these praiseworthy traits in his character, united with a pliant and accommodating disposition, won my esteem : and I should not have wished him to quit my employment, had I not been, from peculiar circumstances, obliged, for the present, to reduce my establishment.

I am, dear sir,

Yours, most obediently,

“_____.”

**A FARMER TO HIS LANDLORD, REQUESTING DELAY
IN THE PAYMENT OF HIS RENT.**

Sir,

I regret that circumstances have compelled me to beg your indulgence for a short time, in regard to the payment of my rent. I have never hitherto had occasion to make this request, and I should not do so now, had I not been a sufferer from several calamities, which I could not foresee nor control. There was a considerable deficiency

in this year's crops, in addition to which, my cattle have been affected with the prevalent disease, and the mortality among them has been very great, so that I have been a loser to a large amount. These are calamities connected immediately with my occupation of your farm, and therefore may come under your notice more appropriately than others which I have endured of a domestic nature, and to which I shall make no further allusion. After this statement of my present difficulties, I submit to you the consideration of my unfortunate case, and beg to subscribe myself

Your most respectful and

Obedient servant,

"———."

A SAILOR AT SEA TO HIS MOTHER.

My dear Mother,

As chance affords me an opportunity of sending to the United States, I avail myself of the occasion to write you a letter—at all times a pleasant, though not at all times an easy task : as I write, at present, amid the tumbling of the billows, the rocking of the ship, and the howling of the winds—no very favorable helps to writing.

They can not, however, prevent me from scribbling a few lines, to tell you that I am well, and as happy as a sailor can expect to be, whose life is of that rough nature which use alone can reconcile him to. The dangers which I have experienced since we last parted have indeed been very numerous, but they are past and forgotten, or will be remembered only to be rehearsed at some future time, before the Christmas hearth, when fortune shall again restore me to the domestic circle.

How often, during the lonely watch and the solitude of night, does the vision of my happy but distant home present itself to my mind! It is then that I recall you all to my remembrance—yourself, my father, my sisters and brothers; and oh! how I long to be among you, spinning, for your amusement, a good long yarn, as we sailors term it; and I can assure you I have a great many wonderful stories collected during my wanderings, and stored up purposely for your entertainment. I fear it will be long before we shall next meet, but whenever an opportunity of sending to America presents itself, as at present, be assured that I will not neglect to write. And now adieu. Remember me affectionately to all at home, and believe me, my dear mother,

Your ever dutiful son,

“_____.”

**A DECAYED FARMER SOLICITING EMPLOYMENT
FOR HIMSELF AND WIFE.**

Sir,

I beg you will indulge me with your forgiveness for the liberty which I take in thus troubling you with a letter ; but as my name is probably familiar to you, from my having been a tenant of one of your farms some years since, I have persuaded myself that I am not without some claim, at least, upon your notice. On relinquishing the tenancy of your farm, my circumstances were far from being prosperous, and they have since been gradually, though rapidly, declining, till I find myself, at present, with my wife and two children, without the comfort of a settled abode, and dependant entirely upon casual labor, or the trifling aid of a relative or friend who has little to spare from the numerous exigencies of his own family. I have thought it probable that you may have some small farm at present untenanted, but into which you might wish to place a tenant, or a person to manage it, so that it might afford you a profitable return, instead of lying waste and unproductive. In such a capacity, I flatter myself from the extensive experience which I have had in farming, I could make myself of real service and value, while my wife, who from an early period of her

life has been chiefly employed in the duties of the dairy, would be glad to devote herself to that department. Should you happen to have a property so circumstanced, or if not, should you be acquainted with any gentleman who has, may I be allowed to solicit employment from you, or your interest with another, in obtaining such employment? Should you honor me by a reply to this application, a letter would reach me, addressed (For the address.)

Your obedient and humble servant,

“_____.”

A FARMER TO A LADY, SOLICITING A SITUATION
FOR HIS DAUGHTER.

Madam,

I beg you will excuse the liberty I have taken in sending this letter; but my belief that you will receive it without offence, has emboldened me to write. You have condescended, upon many occasions, to notice my family, in consequence of which I have cherished a hope that you are not indifferent to their welfare. My eldest daughter (Jane) has now arrived at that age in which she may be of some service in society, and may thus, by her industry, relieve her parents from the expense of her maintenance. She has received a

good plain education, though she can not boast of accomplishments; and my wife informs me that she is clever at her needle, apt at instruction in her domestic duties, and always alert in the performance of them; to which I may add, from my own observation, that she is steady in her conduct, and cheerful and accommodating in her disposition. Having said this, you will be prepared to hear that my object in addressing you is, to request that if you should hear of any situation suitable to her humble sphere and very moderate pretensions, you will condescend to interest yourself in her favor; and again entreating your kind indulgence for the liberty I have taken in writing this letter, I beg to subscribe myself,

Madam,

Your obedient and humble servant,

“———.”

A GENTLEMAN IN THE COUNTRY TO A PHYSICIAN
IN TOWN, ASKING HIS ADVICE.

Sir,

My friend (Mr.), whose name you have probably not forgotten—since he informs me that he has consulted you upon several occasions, and having received much benefit from your advice—has recommended me to write to you,

with a statement of the symptoms under which I suffer. I have been under the treatment of country practitioners for some time, but the obstinate nature of my complaint has hitherto baffled all their skill ; and I have now no hope of relief left, except by application to some physician whose professional reputation is of the highest rank : I therefore address myself to you, and without further preamble will proceed at once to state the symptoms of my complaint. (Here the writer will enter into the particulars to which he had referred.) After what I have said, you will be well aware of the bodily pain and the mental anxiety under which I suffer, and will therefore, I trust, avail yourself of the first opportunity of favoring me with your prescription, and the instructious requisite for my future proceedings. Excuse me for sending you the enclosed order upon the post-office for the sum of (\$); and permit me to subscribe myself, sir,

Your very obedient servant,

“ _____ ”

A GARDENER TO A GENTLEMAN, SOLICITING A SITUATION AS HEAD OR UNDER GARDENER.

Sir,

Understanding that there is a vacancy in your establishment for a (head or under) gar-

dener, I take the liberty of offering myself to your notice, with a view of obtaining that appointment. In doing so, I would beg to state that I have been employed, during the greater part of my life, either on nursery-grounds or gentlemen's gardens, and have had much experience in the care and management of the greenhouse and hothouse.

For my character, as to ability and steadiness of conduct, I can refer, with confidence, to the following gentlemen, in whose service I have lived, as well as to the following nursery and seedsmen. (Here mention the names and addresses of the parties referred to.) The last gentleman with whom I lived was Mr. (); I retained the situation during (three) years, and have reason to believe that he will speak favorably of me. I am a married man with a small family (or a single man without incumbrance), and my age is (). Should you favor me with a reply to this application, a letter would find me, addressed, (Here write address.) I am, sir,

Your most obedient servant,

“_____.”

**A GENTLEMAN DESIROUS OF LETTING HIS HOUSE FOR
A SHORT PERIOD, TO A HOUSE-AGENT.**

Sir,

As I intend to leave New York, with my family and servants, and shall be absent for at

least three months, my house, which is situated in a fashionable quarter, and is well furnished, will be void, unless I can meet with some party who will make it their residence during that period. I am disposed to let it at the very moderate rate of (\$) for the quarter; and can give up possession on (). I shall therefore be glad to avail myself of your professional assistance, not doubting that you will make all requisite inquiries into the means, the character, and the responsibility of any party with whom you are likely to come to terms.

I am, sir,

Your obedient servant,

“_____.”

Address.

A GENTLEMAN RESIDING A SHORT DISTANCE IN THE COUNTRY, TO A HORSE-DEALER IN THE CITY.

Sir,

My friend Mr. (), whom you may remember as having had some dealings with you, has expressed himself so well satisfied with the purchases he has made at your repository (or bazar), that I am induced to rely upon your recommendation in the choice of a horse. I am in want of a good strong hackney for ordinary riding, and as I occasionally indulge myself in following the hounds, he should also be equal to that duty:

although you must understand that I do not require a professed hunter. The price must be extremely moderate, and I need scarcely add, that you must warrant the animal to be free from vice. If you have a horse of this description, you may let him be ridden by a careful person to my house, on (), for my inspection. The distance is easy, not exceeding (); and I would call upon you myself, were it not for some affairs which detain me at home. If you have nothing in your repository likely to suit me, I should be glad if you would write to me to that effect, by an early opportunity, that I may lose no time in making inquiries elsewhere.

I am, sir,

Yours obediently,

“—————.”

ANSWER TO THE ABOVE.

Sir,

In obedience to the request contained in your letter (of the 25th instant), I have despatched one of my trustiest men with a fine young animal, late the property of (), who parted with him on account of having occasion to diminish his stud. I have had this horse only a short time in my possession, and on first seeing him was

at once struck with the excellence of his points, and the beauty of his symmetry. He is () high, is rising four years, and was warranted sound and free from vice. The warrantry to that effect I have in my possession, and I should be happy to renew it on completing a sale. I have myself ridden the animal, have tried his paces, and found that his character, both for speed and endurance, had not been overrated. His price would be (\$), and should you be pleased with him, and disposed to make him your own, I would save you the trouble of calling upon me, by riding over to your house at any time to-morrow, or next day, according to your convenience, which you could signify by letter, to be conveyed by the man.

Your obedient servant,

“_____.”

A TRADESMAN ON SENDING HIS SON TO SCHOOL.

Sir,

My time is so much engaged in business, that I am actually unable to spare a few hours to make you a visit. I have considered, however, that I could introduce both my son and myself to your notice equally as well by letter. Your terms, which are in my possession, are as reasonable as I could wish; and from the very high character

which I have heard of your establishment from several of my friends, whose sons have been placed under your tuition, I have no hesitation in confiding my child to your care and instruction. I should wish him to receive a good plain education, such as to adapt him to his future sphere of life—that of a tradesman—though, in addition to the mere English education, I should have no objection to his study of French. He has already received some instruction, and, I think, has made a proportionate advance; however, you will ascertain by examination what his acquirements, as well as capabilities, may be, and be guided accordingly in the direction of his studies. I have nothing more to add, but that I leave him entirely to your management,

And am, sir,

Your very obedient servant,

“_____.”

AN INVITATION TO A PIC-NIC PARTY.

My dear Sir,

We are endeavoring to form a small party to visit () on the () of this month. Will you do us the favor of making one of our number? Mrs. () and my family desire their compliments, and request me to mention that they

have taken upon themselves the task of providing the "creature comforts" for that occasion, and trust that their exertions will meet with approval. Should you have no previous engagement for that day, and should you feel disposed to join our party, a carriage will be at your door by () o'clock on () morning ; and believe me to be,

My dear sir,

Yours most sincerely,

"————."

An early answer will oblige

A HINT FOR THE PAYMENT OF A SMALL DEBT.

My dear Sir,

Being at present rather short of ready cash, I am induced to remind you that I have in my possession your I O U for the sum of (\$). I need say no more, but that I hope to hear from you, if convenient, by return of post, and remain,

My dear sir,

Yours most sincerely,

"————."

AN INVITATION TO DINNER.

Mr. A.'s compliments to Mr. D., and will feel much pleasure in his company to dinner,

on Thursday next, at six o'clock. An early reply will oblige.

Saturday morning.

REPLY, ACCEPTING THE INVITATION.

Mr. D. presents his compliments to Mr. A., and accepts with pleasure his kind invitation for Thursday next.

Saturday evening.

DECLINING THE INVITATION.

Mr. D. presents his compliments to Mr. A., and regrets most sincerely that a previous engagement will prevent him from joining Mr. A.'s party on Thursday next.

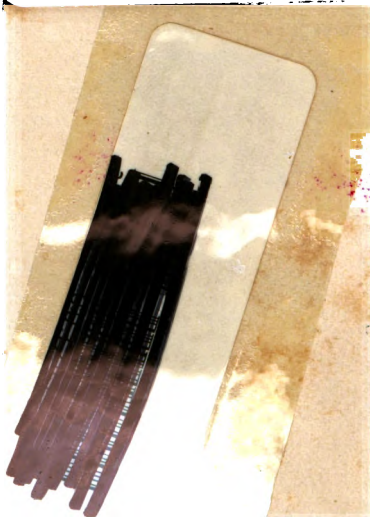
Saturday evening.

THE END.

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